
Sample 1: Letter asking your lender to stop any enforcement action while the case is waiting to be heard in court (called a ‘stay of debt recovery’)

25 Banksia Avenue
Treedale Qld 4234
20 June 2018

The Manager
ASD Credit Services
GPO Box 1234
Brisbane Qld 4000

Dear Sir or Madam

Re: Ferris, Loan Account Number 084 553

We serve the following documents with this letter:

1. Application to court to vary our loan payments filed at Brisbane Magistrates Court on 18 June 2018
2. An affidavit sworn by me, Louis James Ferris, filed on 18 June 2018.

This matter is due to be heard in the Brisbane Magistrates Court on 12 July 2018. We ask you to stop all enforcement action on this loan until the case is heard and decided by the court.

Please confirm your agreement with our request as soon as possible. If we do not hear from you by 5 pm, 25 June 2018, we will ask the court to order you to stop enforcement action pending the outcome of our application.

Yours sincerely

Louis Ferris

Louis and Jeanine Ferris
Ph: 07 3182 5182