

**Date:**

**Company:**

**TEL:**

**FAX:**

**Policy No:**

**\*\*\*\*\* VERY \*\*\*\*\***  
**\*\*\*\*\*URGENT\*\*\*\*\***

**Re:**

Dear Sir or Madam:

With reference to our recent telephone call, we are currently arranging a Second charge mortgage which is ready to complete as of today's date.

Please could you place our details on the building insurance policy as Second mortgages as of today's date.

Please find enclosed the client's written authority for us to do this.

As this is a matter of urgency I would be grateful if you would confirm this on our fax with your company stamp and faxing back on **0845 337 5801** as soon as possible with the original in the post.

Thanking you for your assistance in this matter.

Yours faithfully;

For and on behalf of Bridging Finance Limited

Tel: 0845 337 5800

Fax: 0845 337 5801

**PLEASE  
STAMP HERE**