

Mr Robert Lansfield
123 Smith Street
Auburn NSW 2144

10 August 20xx

Commissioner of Victims Rights
Victims Services
Locked Bag 5118
PARRAMATTA NSW 2124

Dear Commissioner of Victim Rights,

RE: Change of circumstances – Payment options
Name of defendant: Robert Lansfield
Debt Number: 555

I refer to the above restitution order made against me on 5 January 20xx.

The amount of the order is for \$10,000.

I have an existing payment plan with Victims Services and was paying \$400 a fortnight while I was employed as a casual bricklayer at ABC Bricks Pty Ltd.

My hours of work have significantly reduced in the past few months and I am struggling with the repayments.

I attach a copy of the following supporting documents in support of my application to reduce the fortnightly payments:

- bank statement showing my income and expenses
- credit card statement
- Centrelink statement
- rental statement
- letter from my financial counsellor.

Based on my current financial circumstances, I would like to change my repayments to \$225 per fortnight through Centrepay. I attach my completed Payment Options form with details of my Centrelink number.

If you require any further information, please contact me on my mobile number 0400 000 000.

Kind regards,

Robert Lansfield

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