

Sample Letter

Offer of a pro-rata payment to creditors.

Once you have calculated how much you can afford to pay each creditor on an equitable basis, use this letter to make your offer.

Creditors name  
Creditors address

Your name  
Your address

Date

Dear Sir/Madam

Re Account Number: .....

I am writing to you regarding the above agreement as I am currently experiencing financial difficulties. I am having problems meeting the contractual monthly payment to my account due to

\*Insert a brief outline of the reason why you are now experiencing financial difficulties e.g. Reduced income due to loss of part time job, starting University.

I enclose a Financial Statement which outlines my present financial circumstances and shows, that after meeting essential expenditure, I am left with only £..... per month to meet my credit commitments. Based on an equitable distribution of my available income to all my creditors, I am able to offer you a payment of £..... per month. I would also request that you freeze interest and charges in order that I can make some inroad into reducing my debt.

I hope you will give this offer your favourable consideration after taking into account my circumstances. If my situation improves I will of course contact you immediately with an increased offer of payment.

I would be grateful if you would forward to me a paying-in book or standing order/direct debit form in order to facilitate payment.

Thank you for your assistance in this matter.

Yours faithfully

