(Date)

To (Address of creditor)                                                                  Your Name & Address

Dear Sir/Madam

Re:- Account Details

Re:- Account Number

Further to my letter of ../../…. regarding my debt to your company.

I am unable to keep to my agreed payments due to ………………………

I enclose a copy of my financial statement which shows that after I have paid all the essential family costs I have a surplus of £….. per Week, Fortnight, 4 Weekly, Month.  I have split this amount on a pro-rata basis between my creditors.

While this is not the agreed amount, it is all that I can afford at this time. As soon as my circumstances change, I will contact you with a more appropriate offer.

If you have not already done so, please stop any interest or other charges while I keep to my offered arrangement.

Please let me know of your decision and I will then set up payments by Direct Debit/ Standing Order / Telephone  Payment/ Payment Card. If you have not let me know of your decision with 28 days of the date of this letter, I will take it that you agree to the offer and will set up payments thereafter.

Thank you for your consideration of this offer and I look forward to hearing from you.

Yours Sincerely

Print Name