[Enter your Name and Address here]

[Enter Creditors Name and Address here]

[Enter Date here]  
  
  
Dear Sir/Madam

Account / Reference Number: [Enter creditors Account/Reference Number here]

Thank you for your letter of [Enter date on creditors letter you received here]concerning the above account.

I am sorry that you feel unable to accept the offer which I have made. The majority of my other creditors have accepted the offers made to them and I have commenced payments. I cannot offer you an increased offer as I can only afford £[Enter the total monthly surplus you have for all your creditors here] per month between all my creditors, and it would be wrong to cease or reduce payments to my other creditors in favour of your company.

In the light of the other creditors agreeing to my repayment plan, please would you reconsider my offer of £[Enter your monthly offer to this Creditor here]. I will be making the payments in line with the offer to your company, on a monthly basis, as a gesture of goodwill.

Also, during this period, I would appreciate if could you freeze interest and/or any other charges accruing on the above account, as to ensure my financial difficulties do not deteriorate further.

Should my circumstances improve I will contact you immediately.

I would be grateful if you would send a standing order form to make it easier to pay you.

I look forward to hearing from you as soon as possible.

Yours faithfully

[Enter your name here]