[Enter your name and Address here]

[Enter Creditor name and Address here]

[Enter date here]  
  
  
Dear Sir/Madam

Account / Reference Number: [Enter Creditor Account / Reference number here]

I write with reference to the above account.

I can confirm that I am unable to offer to pay the money which I owe in full and am unable to maintain the minimum repayments. I enclose a Personal Budget sheet which shows my total income from all sources, and my outgoings. As you can see I have no money left after covering my essentials for my creditors and I am experiencing extreme financial hardship.

I would be very grateful if you would consider writing off the outstanding debt owing. I have always taken very seriously my financial responsibilities but unfortunately my circumstances are so bad that I cannot realistically maintain payments of any kind.

Please also take the fact that I [Enter any additional information with regard your current financial situation that you wish to stress to this Creditor here – OR If none then delete this paragraph] into account when making your decision.

As you can see my situation is very unlikely to improve in the future, and my continued high debt level is having a serious detrimental effect on my physical and mental wellbeing.

I would therefore be grateful if you would seriously consider my request for the debt to be written off.

I would appreciate any help you can give me.

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

Yours faithfully

[Enter your Name here]