[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]

I am writing regarding the above account to inform you that I am seeking advice and assistance regarding my current financial difficulties.

Since making the above agreement with you, my circumstances have changed.

I cannot now afford to maintain the agreed monthly payments because my financial difficulties have arisen due to.... [Enter a brief description about how your financial problems have arisen here]

I enclose a Personal Budget sheet which shows my total income from all sources, and my outgoings.

As you can see I have only £[Enter the total monthly surplus you have for all your creditors here] per month left for my creditors.

The offers I have made to my creditors have been worked out on a pro-rata basis, and I have written to all my creditors asking them to accept reduced payments.

In view of my circumstances, please would you agree to accept a reduced offer of £[Enter your monthly offer to this Creditor here] per month. 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]