Your name

Your address here

Creditor’s name here

Creditor’s address here

Date

Dear Sir/Madam

Re: Account/Reference Number

Since making the current agreement with you, **my/our** circumstances have changed and **I/we** are unable to pay the current arrangement.

**I/We** cannot now afford to agreed monthly payments because … Add a paragraph here

We enclose a financial statement that shows **my/our** total income, and **my/our** outgoings.

As you can see **I/we** have only £… per month left for each of **my/our** creditors given **my/our** current circumstances.

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

If interest or other charges are being added to the account **I/we** would be grateful if you would freeze these so that all payments made will reduce what **I/we** owe you.

Should **my/our** circumstances improve in the future **I/we** will contact you again.

**I/We** look forward to hearing from you as soon as possible.

Yours faithfully

Sign your name here

Print your name here