

Creditor's name and address:

Your address:

Date: _____

Account number: _____

Dear Sir or Madam

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

I cannot now afford the agreed monthly payments because _____

I enclose a personal budget sheet which shows my total income, and my total outgoings. As you can see, I have only £..... a month left for my creditors.

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

Because of my circumstances, please agree to accept a reduced offer of £..... a month. If you are adding interest or other charges to the account, I would be grateful if you would freeze these so that all payments I make will reduce what I owe you.

If my circumstances improve, I will contact you again.

Please send a [paying-in book] [standing order form] to make it easier to pay.

Thank you for your help. I look forward to hearing from you as soon as possible.

Yours faithfully

Explain here what the problems are, for example, if you have lost your job, separated from your partner, or had an unexpected increase in outgoings or a drop in income.

Taken from **Box E** on your personal budget sheet.

As listed on your personal budget under this creditor's name.

Choose the payment method you want.

Add your signature with your name printed underneath.