

## Letter making an offer of monthly payments to a non-priority creditor

*(words in italics show where you should adapt the letter to suit your situation)*

*Your address*

*Creditor's name and address*

*Date*

Dear Sir or Madam,

Re: **Account/Reference** number: ***the account or reference number***

***I am/We are*** writing to you because ***I am/we are*** in financial difficulties as you can see from the financial statement attached.

The reason for the difficulties is that ***(briefly explain the reasons for financial difficulties – for example unemployment, ill health, relationship breakdown, low income, collapse of business or personal difficulties)***.

You will see from the statement that there is not much money left once ***I/we*** meet the costs of essential outgoings. ***My/our*** payment proposal is based on an equitable distribution of available income. ***I/we*** appreciate this is a significant reduction but it is a realistic amount given ***my/our*** circumstances.

Please will you accept ***my/our*** offer and also agree to suspend interest on this account so that ***my/our*** payments reduce the debt.

***I/We*** will be making the first payment on ***(date you'll be making the first payment)***. To help ***me/us*** pay promptly please can you please send ***me/us*** a paying in ***book/standing order form***.

***I/we*** will inform you if there is any change in ***my/our*** financial position.

Thank you for your assistance in this matter and ***I/we*** look forward to hearing from you.

Yours faithfully,

Signed: