

Your address
Address
Address
Postcode

Date

Creditor's name
Creditor's address
Address
Address
Postcode

Your ref: *Creditor's reference* goes here
(Usually an account number and can be found on any letters/statements they have sent you)

Dear Sir / Madam

I am writing to you because I am having trouble making payments to you as agreed in my contract. I am currently making a full assessment of my financial situation and would be grateful if you could send me details of the balance outstanding.

My current financial difficulties are due to:

Once you have replied, I will write to you enclosing a Financial Statement and will make an offer of repayment to you.

Please could I respectfully request that you suspend interest and any charges on my account, so that I can make better progress in paying off the debt?

Thank you for your help in this matter and I look forward to hearing from you.

Yours faithfully

Your name

First Letter to Creditor