

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

Further to my previous letter, I am writing to inform you I have assessed my finances and have completed a Financial Statement, which I enclose.

From this you can see that I am able to make a payment of £*** per week/month.

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?

If my situation changes, I will contact you to revise the amount I am able to repay each week/month.

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

Yours faithfully,

Your name

Enc: Financial Statement