*Name of organisation you are writing to*

*Their address line 1*

*Their address line 2*

*Their address line 3*

*Their address line 4*

*Their post code*

Date: *today’s date*

Dear Sir/Madam

Account No: *Your account or reference number*

Since making the above agreement with you, my circumstances have changed. I cannot now afford to make the agreed monthly payments for the following reasons.

*Include a sentence/paragraph outlining the special circumstances you have that you want the creditor to take into account.*

I enclose a budget summary which shows my total income and outgoings. As you can see, I have no money left to make offers of payment to my creditors.

Because of my financial circumstances, please agree to *suspend payments for six months/ accept a token offer of £1 a month for the next six months.*

If you are adding interest or other charges to the account, please freeze these immediately so that the debt does not increase.

If my financial circumstances improve, I will contact you again.

Please send a *paying in book/ standing order form* to make it easier for me to pay you.

I look forward to hearing from you as soon as possible.

Yours faithfully

*Include your full name*