

Sample Letters

Moratorium letter

Your name and address:

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Creditor's name and address:

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Date.....

Account number.....

Dear Sir/Madam,

Since making the above agreement with you, my circumstances have changed. I can no longer afford to the agreed payments because

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I enclose a copy of my personal budget sheet. As you can see, after essential expenses and payments to priority creditors, I have no funds with which to repay my debt to you.

In these circumstances I would like to ask you to withhold action on this account for six months. Whilst I realise that this is unsatisfactory, I feel it is the most practical course of action at this time.

I would also ask that you agree to suspend interest and charges on this account.

Should my circumstances improve, I will contact you again.

Your patience and co-operation in this matter is greatly appreciated and I look forward to your acceptance of this proposal.

Yours faithfully

Token offer letter

Your name and address:

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Creditor's name and address:

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Date.....

Account number.....

Dear Sir/Madam,

Since making the above agreement with you, my circumstances have changed. I can no longer afford to the agreed payments because

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I enclose a copy of my personal budget sheet. As you can see, after essential expenses and payments to priority creditors, I have no funds with which to repay my debt to you.

In these circumstances I would like to ask you to accept token payments of £..... per month. Whilst I appreciate that this offer is very small, I feel it is the only realistic one in the circumstances.

I would also ask that you agree to suspend interest and charges on this account to enable me to make some inroad into the debt.

Should my circumstances improve, I will contact you again.

Please send me a [payment card/book] [standing order form] to enable me to make payments

Your patience and co-operation in this matter is greatly appreciated and I look forward to your acceptance of this proposal.

Yours faithfully

Pro-rata offer letter

Your name and address:

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Creditor's name and address:

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Date.....

Account number.....

Dear Sir/Madam,

Since making the above agreement with you, my circumstances have changed. I can no longer afford to the agreed payments because

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I enclose a copy of my personal budget sheet. As you can see, after essential expenses and payments to priority creditors, I have just £..... a month left for my creditors.

I would like to make an offer of payment of £.....each week/month, based on an equitable distribution of available income. Whilst I appreciate that this offer is small, I feel it is the only realistic one in the circumstances.

I would also ask that you agree to suspend interest and charges on this account to enable me to make some inroad into the debt.

Should my circumstances improve, I will contact you again.

Please send a [payment book/card] [standing order form] to enable me to make payment.

Your patience and co-operation in this matter is greatly appreciated and I look forward to your acceptance of this proposal.

Yours faithfully,

If you require further advice or information:

Contact us

The Welfare Rights and Money Advice Unit
Southbrook Rise,
4-8 Millbrook Road East,
Southampton SO15 1YG

Website: <http://www.southampton.gov.uk/Welfarerights>

Telephone: 023 8083 2339
Opening hours: Monday to Friday
9.30am – 12.30pm.

We are NOT open to the public, so you cannot just pop in to see us, but you can call us for advice.