

Dear Sir/Madam

**Re: (provide name address and reference number if known)**

We are at present assisting the above client with the management of their finances and enclose a signed letter of authority for your records.

**Enter a paragraph explaining personal circumstances for the financial difficulties. You may also need to give reasons for any high expenditure on the financial statement, especially if this relates to their illness.**

We have prepared with the client a financial statement that we have enclosed. In creating this we have used realistic budgeting figures based on their circumstances at present, including any debts currently outstanding. We are offering a payment to all creditors based on an equitable distribution of the surplus income that is available to the client. We appreciate this is a reduction in the contracted repayments but it is the most the client can afford to maintain regularly.

Payment will be reviewed should circumstances improve and we will contact you accordingly.

It would be helpful to the client if you could provide a payment book or standing order/direct debit form if appropriate so that the payments can commence as soon as possible. We also request that you give consideration to freezing interest so that all payments received reduce the debt.

We hope you will give kind consideration to this offer, and we look forward to a positive response in the near future.

Yours faithfully

**Your Name**

**Your Job Title**

Encs