

Letter 9

Dear Sir/Madam

**Re: your reference :**

Since I made the above agreement with you my circumstances have changed and I am now unable to afford the agreed monthly repayments.

This is due to ..... **give details of your personal circumstances which have led to the problems e.g. losing a job, income reduced, relationship breakdown, ill health etc.**

I enclose a personal budget sheet which shows my present financial situation and as you can see, I have no money left with which to meet even my basic needs.

I ask that you allow me to suspend payments for a period of six months. I also ask that you consider freezing interest and charges so that the debt does not increase during this time. **If your circumstances are likely to be better in near future give details here e.g. will be possibly back in work in 6 months etc.**

I hope you will consider my offer and in return I agree to contact you again if my circumstances improve.

I look forward to hearing from you soon.

Yours faithfully