

Letter 1 – Request to suspend payments and freeze interest

Dear Sir/Madam

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

We are writing regarding some financial difficulties which mean it is difficult for the regular contractual payments to be met on the above debt and to request that payments be suspended and interest and charges frozen for a short period of time.

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 expenditure relates to their illness

We have prepared a financial statement that we have enclosed. In creating this we have used realistic budgeting figures based on circumstances at present including any debts currently outstanding with other creditors. You can see from this information that no realistic offer of payment can be made at this time as there is difficulty even meeting basic living costs.

The situation will be reviewed in months and we therefore request that you give consideration to allowing a suspension of the payments on the account until that time. **Include here any possible future potential if appropriate to start repayments again e.g. expecting to go back into work.** We also request that any interest and charges being added to the account be waived during this time, so that the indebtedness does not further increase.

We hope our requests are met with sympathy as this would greatly relieve some of the stress being experienced.

We look forward to a positive response in the near future.

Yours faithfully

name

Encs:

List any additional documents enclosed
e.g. financial statement, medical certificate etc