

Letter 2 – Offer of token payments and request to 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 offer token payments as a gesture of goodwill at this 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. You can see from this information, there are difficulties in meeting even basic needs. We wish to offer a token payment of £..... per month as a gesture of goodwill. We appreciate this offer is low, but it is the maximum that can be afforded regularly at this time.

We hope that this request is met with kind consideration of this offer and would also request that interest and charges on the account are frozen so that the situation does not deteriorate further.

If you agree to this payment, please confirm ASAP. We look forward to your response in the near future.

Yours faithfully

name

Encs:

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