

## **Letter 4 – Offer of pro rata 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 request that you accept a token payment each month.

**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 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. We are offering a payment to all creditors based on an equitable distribution of the surplus income that is available. We appreciate this is a reduction in the contracted repayments but it is the most that can be afforded to maintain regularly.

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

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

**name**

Encs:

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