



Sample debt letters

Holding letter (Send this letter if you aren't able to make an offer immediately)

Name of creditor
Address/postcode
Date

Dear Sir/Madam

Re: Account No.....

I regret that I am unable to maintain my current monthly payments because
..... explain your reasons.

I am writing to all my creditors requesting details of the balance outstanding on my
accounts and would be grateful if you would let me know how much I owe you.
Once I have obtained this information, I will contact you again with a pro rata offer
for repaying the above debt;-

or

I have applied for benefit and will contact you again as soon as I start to
receive it;-

or

I have been sick/unemployed since and am due to start/return to work on
date and will contact you again once I have started/return to work.

Meanwhile I would be really grateful you were prepared to hold action on my
account for two months and suspend interest and other charges to prevent my
indebtedness from increasing.

Yours faithfully

Offer letter to non priority creditors (Send this letter to non priority creditors
when you have drawn up a financial statement and are able to make an offer)

Name of creditor
Address/postcode
Date

Dear Sir/Madam

Information applies to Scotland only



Re: Account No.....

Further to my letter dated (date), I am now able to make an offer to repay the above debt;

or

I regret that I am unable to maintain my monthly payments at their current level because explain your reasons.

I would like to offer a monthly payment of which I will try to increase at the earliest opportunity

Yours faithfully

No offer letter

Name of creditor
Address/postcode
Date

Dear Sir/Madam

Re: Account No.....

I regret that I am unable to pay my current monthly payments because explain your reasons.

I am enclosing a copy of my financial statement, which gives details of my income and expenses. You will see from this information that I am unable to make you an offer of payment at this time as I am on a low income/ dependent on Income Support/Jobseeker's allowance/income-related Employment and Support Allowance/Pension Credit, which is a subsistence benefit only intended to cover my/my family's basic needs.

I request that you hold action on my account for six months and suspend interest to prevent my debt from increasing.

I am making every effort to increase my income/find work, and will contact you again as soon as my financial circumstances improve.

I thank you for your co-operation and look forward to hearing from you.

Yours faithfully

You should amend your letter to suit your individual situation



Further help

Citizens Advice Bureau

Citizens Advice Bureaux give free, confidential, impartial and independent advice to help you solve problems. To find your nearest CAB, including those that give advice by e-mail, click on [nearest CAB](#), or look under C in your phone book.

Last updated: 28 January 2011

This fact sheet is reviewed on a monthly basis. The law changes frequently. To confirm you are looking at the most up-to-date version, download the fact sheet from www.adviceguide.org.uk or contact your local Citizens Advice Bureau.

Produced by [Citizens Advice Scotland](#) (Scottish charity number SC016637), an operating name of The Scottish Association of Citizens Advice Bureaux. This fact sheet provides general information only and should not be taken as a full statement of the law.