

Sample letter

Letter to creditor / collection agency - Inability to increase payment

(copy and paste the contents below into a new document)

Date

YOUR NAME

Address

Re: NAME OF DEBT / Account or Reference number if you have it

Dear Sir or Madam,

I write in response to your letter dated **DATE** requesting an increase in my payment previously arranged with you.

My financial position has not changed since my repayment arrangement was set with you previously, and I am unable to increase my payment to you. My current repayment of **\$xxx.xx** should remain in place until further notice.

Please confirm by return letter that my repayment arrangement will continue as previously agreed upon.

Thank you for your assistance, I look forward to hearing from you.

Regards,

YOUR NAME