

Sample Letter to Creditors: Assisting elderly parent(s)

Date

Creditor Name

Address

Fax or Email Address

Re: PARENT'S NAME(S), Account No. xxx

I am writing to you in regard to the above-noted account.

I have been appointed as Power of Attorney for my [Mother/Father/Parents]. A copy of the document is attached. In an effort to properly assist my parent with his/her finances, please provide us with an up-to-date statement of the account along with a copy of the original credit application.

You may send the information to me in any of the following ways:

Mail: Address

Fax: Fax Number

Email: Email address

Thank you in advance for your assistance in this matter. I will be in touch upon receipt of the information to discuss repayment plans.

Sincerely,

NAME