

Sample letter

Letter to creditor / collection agency – Notify of payment amount

(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 am interested in paying off the balance of above-noted account.

I have enclosed a copy of my Income and Expense Summary for your consideration. This provides details of my current financial situation. I am not expecting this to change in the near future.

Based on the above information, I am able to make an offer of \$XXX.XX per **month**. My first payment can be made on DATE.

I would like to request that interest and charges are frozen on this account to allow my payment to start reducing the debt I owe. Should my circumstances improve I will let you know.

Should you be unable to freeze interest and charges I would like you to let me know why.

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

Regards,

YOUR NAME