

Letter to a non-priority creditor to ask for the balance of your account with them

This letter is used when you want to find out how much you owe your creditors and you are going to draw up a financial statement so that realistic offers of repayment can be made to all creditors on an equitable basis.

Your Name
Address
Postcode

Creditor's Name,
Address and
Postcode

Date

Account number: [account number]

Dear Sir or Madam

I am in financial difficulty and I am writing to all of my creditors to tell them about my situation.

Insert details of your situation here for example, if you are claiming benefits, if you're off work because you are ill or caring for somebody, you have lost your job and so on

In order for me to complete a financial statement so that I can understand just how much I can afford to pay everyone towards my debts, I should be grateful if you would kindly inform me of the nature of my agreement with you, the balance outstanding, whether interest is accruing, (and the relevant rate of interest), and any relevant reference numbers.

Once I have information from all of my creditors, I will complete a budget sheet which will provide full details of my situation and I will forward a copy to you for your consideration.

Whilst I am compiling this information I would like to ask you to withhold action on my account for three months. While I realise you may not be happy with this, I feel it is the most practical thing to do at this time. Please also freeze interest on my account to stop my financial circumstances getting worse.

I hope you can help me and look forward to hearing from you shortly.

Yours faithfully

[Your Name]