Your Address  
Address  
Postcode

Insert Company Name  
First Line Company Address  
Company Town  
Postcode

Your reference:

Dear Sir/Madam

Account name:   
Account number:

I have received advice from **XXXXXXXX** to help solve my debt problem. Unfortunately, I am currently in financial difficulties and not able to meet my normal monthly payments.

**XXXXXXXXXX** is setting up a token payment plan/debt management plan for me and they will send you an offer of payment along with a copy of my budget and list of creditors.

I’m expecting my situation to improve in the next 12 months. Once it has I’ll contact **XXXXXXXX** for further advice.

I authorise you to disclose my account details to **XXXXXXXX** and you can contact them on **XXXXXXXX**. They are open Monday to Friday **XXXXX**.

Yours faithfully

(Print name)