Your address

Agreement number/Account number:

Creditor name/Bank name and address

Date <XX/XX/XXXX>

Dear Sir/Madam,

**Request for a repayment arrangement**

I am writing to advise you that I am currently experiencing financial difficulties and am unable to maintain my contractual monthly payments to you.

I have contacted PayPlan for advice and have been advised to write to you with details of my current financial situation and let you know that I will be setting up a repayment arrangement for the outstanding balance on my account.

Please find enclosed a copy of my Income and Expenditure and details of any other outstanding debts I have. As you can see, I can afford to pay you a pro rata payment of **£XX** each month.

I would be grateful if you could please consider my offer of a repayment arrangement and freeze any interest and charges to allow me to reduce the balance on my account as quickly as possible.

Yours faithfully,

<YOUR NAME>