

Making a Pro Rata Offer

Creditor address

Dear Sir/Madam

Re Account No/Reference No:-

Since making that above agreement with you, our circumstances have changed.

We cannot now afford to agreed monthly payments because ... [*your reasons*]

We enclose a financial statement sheet which shows our total income from all sources, and our outgoings. As you can see we have only £ per month left for our creditors.

The offers we have made to our creditors have worked out on a pro-rata basis, and we have written to all our creditors asking them to accept reduced payments.

In view of our circumstances, please would you agree to accept a reduced offer of £ per month. If interest or other charges are being added to the account we would be grateful if you would freeze these so that all payments made will reduce what I owe you.

Should our circumstances improve we will contact you again.

We would be grateful if you would send a paying-in book to make it easier to pay you.

Thank you for your assistance. We look forward to hearing from you as soon as possible.

Yours faithfully