

Request to hold action on the account and freeze interest

Creditor address

Date

Dear Sir/Madam

Re:- Account/Reference Number

We are writing to inform you that we are experiencing financial difficulties and will be getting advice and assistance to help resolve this situation.

To help in this process, we would appreciate if you could hold any action on the above account for a period of at least 28 days until we are able to look at our financial situation.

We would be grateful if you could please freeze interest and/or any other charges accruing on the above account during this period.

We look forward to hearing from you as soon as possible.

Yours faithfully