[Your Name]

 [Address line 1]

 [Address line 2]

 [Address line 3]

 [Post Code]

[Date]

[Creditor Name]

[Creditor Address line 1]

[Creditor Address line 2]

[Creditor Address line 3]

[Post Code]

Dear Sirs

**[Account Number]**

I write to advise that I am currently experiencing financial difficulties.

I would appreciate if you could place on hold any recovery action on this account to allow me adequate time to put together a statement of my income & expenditure, to work out the best way to deal with my debts. (I am currently taking advice from a Money Adviser on my situation.) **(\*delete if this does not apply\*)**

I would also ask that you consider freezing interest and charges for this period to help prevent the level of my debt from increasing further.

I will contact you again as soon as possible to provide you with an overview of my current financial position along with my proposals to deal with my debts.

I look forward to hearing from you.

Yours faithfully

**(Your name)**