



Citizens Advice Bureau

Citizens Advice Bureaux give free, confidential, impartial and independent advice to help you solve problems. To find your nearest CAB go to www.citizensadvice.co.uk or find us in the phonebook.

Other factsheets in this series

- Individual Voluntary Agreement (IVA)
- Enforcing a Debt
- Rent Arrears
- Bankruptcy
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- Child Support and maintenance arrears
- Mortgage Arrears
- Court Fines
- Credit fact sheet
- Dealing with people you owe money to
- What happens if you are taken to Court for Debt
- Sample debt letters
- Gas and electricity arrears
- Help with debt factsheet
- How County Court Judgments affect your credit rating
- Income Tax arrears
- Jargon Buster factsheet
- Payment Protection Insurance
- Bank charges

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dealing with debt

in Northern Ireland



SAMPLE DEBT LETTERS

Sample Debt Letters:

If you ignore you debts they will only increase and you could lose your home, use the sample letter templates inside to contact your creditors to explain and keep them informed of your situation.



Department of

Enterprise, Trade
and Investment

www.detini.gov.uk

Dear Sir or Madam



Holding letter (Send this letter if you aren't able to make an offer immediately)

Name of creditor

Address

Postcode

Date

Dear Sir/madam

Re: Account No.....

I regret that I am unable to maintain my current monthly payments because
...**explain your reasons**.

I am writing to all my creditors requesting details of the balance outstanding on my accounts and would be grateful if you would let me know how much I owe you. Once I have obtained this information, I will contact you again with a pro rata offer for repaying the above debt;- **or**

I have applied for..... benefit and will contact you again as soon as I start to receive it;- **or**

I have been sick/unemployed since and am due to start/return to work on date and will contact you again once I have started/return to work.

Meanwhile I request that you hold action on my account for two months and suspend interest and other charges to prevent my indebtedness from increasing.

Yours faithfully

Offer letter to non priority creditors (Send this letter to non priority creditors when you have drawn up a financial statement and are able to make an offer)

Name of creditor

Address

Postcode

Date

Dear Sir/madam

Re: Account No.....

Further to my letter dated (**date**), I am now able to make an offer to repay the above debt; **or** I regret that I am unable to maintain my monthly payments at their current level because
.....(**explain your reasons**).

I am enclosing a copy of my financial statement which gives details of my income and expenses and makes pro-rata offers to all my creditors. You will see from this information that I am able to offer you **£.....** per month. I propose to make my first payment on I trust you will accept my offer as realistic given my circumstances and agree to suspend interest and other charges on my account provided regular payments are made.

I shall of course keep you informed of any changes in my circumstances.

I thank you for your co-operation and look forward to hearing from you.

Yours faithfully

