

Your address

Date

Dear Sirs,

Ref: Account/Agreement number

I am currently experiencing financial difficulties and am in the process of instructing a third party to act on my behalf. They will review my financial situation and be in touch with you shortly.

So they can provide me with the best advice for my situation, please let me have the following information to help them draw up a schedule of all my debts and make appropriate offers to you and my other creditors.

- Type of agreement secured/unsecured (please forward a copy)
- Balance owing
- Any arrears
- Any insurance policy attached to the agreement.

As a third party will be dealing with this on my behalf, I will not be speaking to you directly about these matters although I am happy to accept all communications in writing.

Yours faithfully

Your signature

Your name