

Sample Letter to Creditors

Dear _____

I am temporarily out of work because of (layoff, shutdown, strike) and my income has been cut severely. I'm asking for your cooperation during this difficult period. Until I return to work, I need to cut back on all my regular payments.

I am proposing to pay \$_____ to you for a temporary period, instead of the regular payment of \$_____. This is the fairest thing I can do under the circumstances. When I return to work, I will work with you on a plan to catch up on my payments.

Thank you for your understanding.

Signature

Account Number

Address

Phone

Date

Name
Street Address
City, State, Zip

RE: Account Number

Dear Creditor,

Due to a (layoff, disability, financial crisis), my income has been reduced and, as a result, I am experiencing financial difficulty. I have analyzed my current financial situation to determine how to best allocate my drastically reduced resources and have made a strict budget for my expenses.

In order to meet my necessary living expenses and make creditor payments, I am asking each creditor to accept a reduced payment for the next (three, six) months. I would appreciate your cooperation in making the payment plan work. In place of the regular payment of \$_____, I request that you accept payments of \$_____ per month during this emergency. I will pay before the _____ of the month. I will add no further debt until my financial situation improves.

You can be sure that I will increase payments as soon as possible to bring my account current. If there are any changes in my situation, I will notify you immediately.

Sincerely,

Phone Number
Fax Number
Email Address