

Letter to contact creditors

Your Name _____

Your Address _____

Your Phone# _____

Creditor's Name _____ Date _____

Department _____

Creditor's Address _____

Dear Creditor,

Re: Account Number _____

This letter is to make you aware of my current financial problem due to which I am unable to make payments on my debt account stated above. However, I have no plans to file bankruptcy, but I also do not intend to default on my account.

I do have some income coming in from sources like <name the sources here>. However, I have already communicated with some of my creditors requesting them to accept a reduced payment of \$_____ in place of my regular payments of \$_____. I can assure you that I shall not add to any new debt until and unless my financial situation gets better.

I hereby notify that I shall update you about my financial situation at regular intervals and continue to make normal payments as soon as the situation gets better.

I appreciate in advance your co-operation in this regard.

Yours sincerely,

Your Signature

Your Name