

HOLDING LETTER TO A CREDITOR

You can use this letter to ask creditors to put your account on hold for a short period while you work out your budget or get advice.

This template is to be used for guidance, can be adapted, and may not suit every situation. If you feel that you need more help, then contact us for a telephone appointment with a Money Advice team.

Details of the telephone advice line are on our Facebook page/website.

Your address

.....

.....

Date

Creditor's name

Address

.....

Dear Sirs

REF NO/ACCOUNT NO

I am sorry that I am currently unable to keep up my monthly payments to your company. This is because I have been affected financially by the Coronavirus situation.

I am currently engaging with Liverpool Community Advice's Money Advice team to assess my financial situation, and I would appreciate it very much if you could hold action on my account for two months and agree to freeze interest and other charges to stop my debt increasing.

Thank you for your help. I look forward to hearing from you.

Yours faithfully

YOUR NAME