

This is an example of a holding letter which you can send to a creditor to ask them to hold off for a short period while you work out your budget or get advice.

Andy Clark
1 High Street
Newtown
Herts.
SG1 XXX

Ms. Smith
The Megastore
The Mall
Newtown
Herts SG1 ZZZ

11 May 2023

Dear Ms. Smith,

Account name: Andrew Clark

Account number: 123 789 567

I am sorry that I am unable to keep up my monthly payments to your company. This is because:

I am sick and unable to work. I have claimed benefits and am waiting to hear the outcome of my claim. My situation is unlikely to improve for at least 3 months.

I am writing to all my creditors asking for details of the balance outstanding on my accounts. Once I have this information I will be able to work out how much I can afford to pay to each creditor. As it may take a little time for all my creditors to reply, it would be helpful if you could hold action on my account for 2 months and agree to freeze interest and other charges to stop my debt increasing. If you are unable to agree to this, please explain your reasons.

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

Yours faithfully,

Andy Clark