Creditor name and address

Date

Re: Your name, address, account number and reference number

**Without prejudice**

Dear

Following our recent correspondence, I am writing to let you know that I have now completed a full review of my current financial situation.

Since our repayment arrangement was agreed, my circumstances have changed for the worse [or better].

[explain your new situation]

Therefore, I enclose a revised financial statement and repayment proposals.

* My proposed new payment is €\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per week [or month].
* I will start the new payment on [insert date].
* I will pay you by [insert method of payment, for example, cheque, cash, direct debit].

I hope this proposal will be acceptable to you.

Meanwhile, I would be grateful if you would continue to not charge me interest or other charges. This would help me to resolve my difficulties as soon as possible.

I look forward to hearing from you.

Yours sincerely

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_