Creditor name and address

Date

Re: Your name, address and account number, or reference number or both.

**Without prejudice**

Dear

Following my recent correspondence, I am writing to let you know that I have now completed a full assessment of my current financial situation. I have taken into account all of my living expenses and commitments.

I enclose proof of my income and my outgoings [include details of any above average expenditure].

I have used the MABS money-management and tackling-debt guides to work out affordable proposals to address my situation.

As a result, I am now putting forward an offer of €\_\_\_\_\_\_\_\_\_ per week (or month). This is a realistic amount in my current circumstances as set out in the enclosed financial statement.

I will start making payments on [enter date] by [enter payment method, for example direct debit].

If my circumstances change and I can increase this offer, I will contact you immediately. In the meantime, I hope this proposal will be acceptable to you.

I would appreciate if you would suspend or continue to suspend any interest and other charges being added to this account. This would help me to resolve my financial difficulties as soon as possible.

I look forward to hearing from you.

Yours sincerely

Your name and signature