

**Holding Letter**

Your name and address

Date .....

Creditor's name and address

Dear Sir/Madam

Our reference:

I/We are writing to you regarding the outstanding account - agreement number .....

Unfortunately I/we are suffering financial difficulties due to ..... and I/we am finding it very difficult to meet my/our contractual payments.

Taking the above into account, I/we would be grateful if you would help us make a full assessment of the current financial situation by providing me/us with up to date account details. It would also be appreciated if any interest charges were waived/suspended pending satisfactory payment arrangements.

When I/we have received all up-to-date balances, I/we will draft a financial statement / offer and forward to you for your consideration and acceptance with an early response being appreciated. Meanwhile I/we ask that no further action be taken.

Your assistance and co-operation would be greatly appreciated.

Yours faithfully

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