

Write Off Letter

Your name and address

Date

Creditor's name and address

Account number:

Our reference:

Dear Sir or Madam,

I/we now enclose a financial statement giving full details of my/our situation.

As you can see, after essential expenditure, there is no available income to make repayments towards this account/debt.

My/Our situation is not likely to change due to
.....
.....

In these circumstances, I/we would like to ask you to write off the debt completely. While we realise that this is unsatisfactory, we feel it is the most practical course of action at this time.

However, if you feel it is impossible to clear the debt in its entirety, I/we could offer no more than a token payment of £0.50 per month.

Yours faithfully,

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