Company Name

Address

Address

Address

Postcode

Customer Name

Address

Address

Address

Postcode

Date

Dear ..........................

**Re: Invoice Number(s): ............**

We are writing to you about the outstanding amount of £.... as specified in the above invoice(s).

This amount was due for payment on ...(date due)...... Recently we have come into financial hardship due to ...(reason)....and so wish to pay off the debt in weekly instalments. We are contacting you in good faith so as to demonstrate our intention of paying this debt and hope that both of us can reach an agreement.

We propose to make payment of £... each week on ....(day).. of each week, with the first payment being made on ..(date)...until the debt is paid in full.

We would also ask that you consider freezing interest and charges so that any payments we make will be utilised to reduce the debt in full.

In making your decision, we propose that you refer to our previous good credit history.

Thank you for your understanding and taking the time to consider the above proposal. We look forward to keeping an open line of communication until the outstanding debt is settled in full.

Yours sincerely,

***Name***

***Position***