

The Manager

Dear Sir/Madam

Account number

Further to my phone call on \_\_\_\_\_ I am writing to confirm that I am suffering serious financial difficulties at present. These difficulties have arisen because \_\_\_\_\_

It was agreed that \_\_\_\_\_

I am currently taking advice on resolving these difficulties and will be writing to you again in the very near future. In the meantime, I would be grateful if you would confirm the details of this temporary arrangement in writing.

Yours faithfully