Click into the boxes and type the relevant details as indicated by the instructions on the left. The box borders and these instructions will not print.

put the date here

The Manager

Put the address of your creditor here

Dear Sir/Madam

Put your own name, address and account number here

Account number:

Further to our previous correspondence, I am now in a position to make a realistic repayment proposal. All offers to creditors have been calculated on a pro-rata basis of my disposable income. Please find enclosed a copy of my financial statement, which was drawn up with the assistance of a debt adviser, and includes a summary of my income, expenditure and offers to other creditors.

Put the amount you are offering here

I am therefore in a position to offer you £ per week/month which I hope you find acceptable given my current situation.

Should my circumstances change I will review all offers to creditors. In the meantime, please do not hesitate to contact me if you have any queries.

Yours faithfully

Sign the letter here