**Write off the debt**

Dear Sir/Madam

**Account No:**

Your account number (required)



I am writing to tell you that I am getting advice from Business Debtline on dealing with my financial situation and choosing the right debt solution for me.

I enclose a copy of my budget which gives details of my present financial circumstances.

As you can see, my outgoings are more than my income and I am experiencing extreme financial hardship.

I would be very grateful if you would consider writing off the outstanding debt owing. I have always taken my financial responsibilities very seriously but unfortunately, my circumstances are so bad that I cannot realistically maintain payments of any kind. Please take the following special information into account when making your decision.

Include a paragraph outlining the circumstances you have that you want the creditor to take into account (required)



As you can see my situation is very unlikely to improve in the future and my continued high debt level may have a serious effect on my physical and mental wellbeing.

I would be grateful if you would seriously consider my request to write off the debt.

I look forward to hearing from you.

(Please note, all further correspondence should be addressed to me. Business Debtline are a self-help agency and are not acting as my representative).

Yours faithfully

Include your full name (required)

