

The Manager

Dear Sir/Madam

Account number:

I am writing to confirm that I am suffering serious financial difficulties at present. These difficulties have arisen because

In order for me to fully assess my financial situation, I would appreciate it if you could supply me, where applicable, with the following information.

- The amount I owe in arrears
- The period(s) the arrears relate to
- How much, if any, Housing Benefit has been paid?
- Normal rent payment
- Details of any previous agreements to clear arrears
- Whether or not any legal action has been instigated

I am very keen to resolve the problems with my account and would like to agree a repayment schedule which I can maintain. I hope to make a repayment offer as soon as I have all the necessary information. In the meantime, I would be grateful if you would suspend any legal action until I am in a position to make a proposal. I will keep you informed of any developments.

I would like to thank you for your co-operation and would appreciate an early reply.

Yours faithfully