

Sample Letter – Asking for a partial debt write-off

Enter Date

Dear Sir/Madam

Account No: Enter Account Number

I am writing about the money which I owe on the above account. I have sought professional advice on my current financial difficulties. I therefore enclose a copy of my household budget which gives details of my present financial circumstances.

I can confirm that my circumstances mean I am unable to pay the money which I owe in full.

However, I can raise £XXXX from (detail the third party) and I want to offer this as full and final settlement of the account. I am making this offer on the clear understanding that, if you accept it, neither you nor any associate company will take any other action to collect or enforce this debt in any way and that I will be released from any liability with regards this debt.

If you accept this offer, I would also request that you confirm that you will mark my credit reference agency file to show that the above account has been paid and closed.

I can pay the amount I have offered within (detail timescale) of receiving your written agreement of this offer.

If you are willing to accept this offer, then please provide me with details of how I can pay.

I look forward to hearing from you.

Yours faithfully

Your Name