

Letter asking how much is owed on the account

This letter is used to advise the creditor that you are in financial difficulty and to ask what is owing on the account.

Enter Your Name,
Address and
Postcode

Creditor's Name,
Address and
Postcode

Date

Account number: [account number]

Dear Sir or Madam

I am in financial difficulty and I am writing to all of my creditors to find out how much I owe to them and to tell them about my situation.

- Insert details of your situation here for example, if you are claiming benefits, if you're off work because you are ill or caring for somebody, and so on

I would be grateful if you would kindly write back to me with details of how much I owe on this account as soon as possible.

Once I have received information about my account and have an accurate balance I will be able to complete a budget sheet detailing all my income expenditure and debts. I will forward a copy to you.

In the meantime can I please ask if you will freeze all interest and charges on my account to prevent matters getting worse.

I hope you can help and look forward to hearing from you.

Yours faithfully

[Your Name]