

## Token Offer Letter

This letter is used usually when you have no real available income, but when you wish to make some payments. It is also sometimes the only agreement a creditor will make on a temporary basis. It does show goodwill to the creditor, and they will usually agree to stop any further interest charges on the account whilst some payments are being made.

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 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 have completed a budget sheet which gives details of my situation. I enclose a copy for you to look at.

As you can see, after my normal spending and making payments to priority creditors, there is no available income to make repayments on the debt I owe you or any of my non-priority creditors.

In these circumstances I would like to ask if you would accept a token payment of £1.00 per month and suspend further action for recovery for three months.

While I realise you may not be happy with this, I feel it is the most practical thing to do at this time. Please also freeze interest on my account to stop my financial circumstances getting worse.

If my situation improves, I will contact you again with an updated financial statement and a new offer of payment.

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

Yours faithfully

[Your Name]