

Your name
Your street address
Suburb, state & postcode

Creditor name
Address
Suburb, state & postcode
Attention: Accounts Receivable

Today's date

Dear _____

RE: YOUR ACCOUNT NUMBER & \$ AMOUNT OUTSTANDING

I am writing to you in relation to my above outstanding account.

Due to the [current economic climate/a change in my personal circumstances], I have found myself unable to pay your account by the due date.

I will be paying your account as promptly as possible and am asking for your co-operation to allow me to do this.

With your agreement I intend to pay [weekly/fortnightly/monthly] instalments of [\$ amount] with the first instalment enclosed. This account will be fully paid by [calculate final instalment date and insert here].

If at any time during this period I am able to increase your repayments, I will do so automatically and notify you in writing with the next instalment.

I sincerely apologise that my account has lapsed past the due date and am doing everything possible to change this situation.

If you would like to discuss my account or this repayment plan with me, please do not hesitate to contact me [during/after] business hours on [insert your telephone number].

I thank you in advance for your understanding and co-operation.

Kind regards

[signature]

YOUR NAME

[wherever there are brackets please insert your personal details and explanations as relevant]