

Your Name
Address
City, Province
Postal Code
Area Code / Phone Number

Date

Company Name
Address
City, Province
Postal Code

RE: Client / Customer Name
Account Name and Number

Dear Sir / Madam

Here's the Situation:

Recently, I have become unemployed due to *illness, injury, lay off, etc.* and I've had to make some changes to my financial situation. My income has been reduced temporarily and I'm collecting EI, WSIB, Ontario Works. I've developed a budget with the assistance of a credit and debt counsellor. My total monthly income is \$_____. My total monthly living expenses are \$_____. My current monthly debt obligations are \$_____. Because of the reduction in my income I have had to ask all of my creditors to accept reduced payments for the next _____ months. After I meet my monthly expenses and other debt obligations I have \$_____ for my proposed payment to your company.

Here's the Plan:

I'm proposing to send \$_____ for my monthly payment by certified cheque or money order. You can expect my first payment on date. I will continue to make these payments for the next _____ months or until my financial situation improves.

I request that you do not place my account in collection. I prefer to deal with your company while I resolve this matter. Please consider withholding or reducing interest on my account over the next (90) days. Any assistance your company can give in this matter will be greatly appreciated. I am looking to return to full time employment on date and when that happens I will resume my regular monthly payment of \$_____.

Thank you for your consideration in this matter.

Sincerely

Your Signature