

Your Name
Address
City, Province
Postal Code
Area code & telephone number

Date

Company Name
Address
City, Province
Postal Code

RE: Client / Customer Name
Account Name and Number:

Dear Sir / Madam

The body of the letter will basically state Here's the Situation: this is an example of the type of information you would include here:

Mr. or Mrs. _____ have sought budget counselling and would like to report to you regarding their financial situation. Presently, their income consists of \$ _____ from Mr. or Mrs. _____ net wages, \$ _____ from Child Tax Credit and \$ _____ from GST. Their total monthly income is therefore \$ _____. Their monthly living expenses for a family of _____ totals \$ _____. In addition, their total debt currently stands at \$ _____. Mrs. or Mr. _____ has just finished ***i.e.) school and / or has obtained part time employment on a casual basis with name of company.***

Here's the Plan:

There are no funds available for creditors at this time. Once Mr. or Mrs. _____ hours increase or find other employment, you will be notified immediately and payments will resume once again.

If you have any further questions, please do not hesitate to contact me at the above number.

Sincerely

Your signature