<Date>

Hardship Department

By Email

Re: <ENTER YOUR NAME HERE>

**Notice of Financial Difficulty & Request for Assistance**

Dear Sir/Madam,

I/We write regarding the accounts listed below:

|  |  |
| --- | --- |
| Creditor | Account # |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |
| <<Name of Creditor>> | <<Account Number Here>> |

Due to a change in my circumstances, I’m experiencing financial difficulty. The reasons for my financial difficulty are:

<<insert reason for change in circumstances below here, e.g. loss of job, mental illness, relationship breakdown, illness etc>>,

* Reason 1
* Reason 2
* Reason 3
* Reason 4
* Reason 5

Based on My/Our circumstances, we ask that you vary my/our loan in the following way:

<<DELETE WHAT OPTIONS DO NOT APPLY>>

* Reduce my balance by X% / or $X
* Reduction in my balance by X% with the balance to be paid over X period with nil interest
* Freeze on interest until full balance is repaid
* Freeze on interest and reduction in payments until debt is paid in full

I/We hope you will give consideration to the proposed resolution above

Sincerely,

<<Customer Name(s)>>

<<Phone No.>>

<<Email>>