

Holding Letter

Mrs A N Other
66 Heron Street
Willowshire
WL4 8HH

Liabie Loans plc
123 Green Lane
Redshire
RE1 1ER

1 June 2010

Your reference: LL/ANO/Reminder1

Dear Sir/Madam

Account name: A.N. Other
Account number: 12345678

I am sorry that I am unable to keep up my monthly payments to your company.

This is because I am ****sick and unable to work. I have claimed benefits and am waiting to hear the outcome of my claim.*** My situation is unlikely to improve for at least ****3** months.

I am writing to all my creditors asking for details of the balance outstanding on my account. Once I have this information I will be able to work out how much I can afford to pay to each creditor. As it may take a little time for all my creditors to reply, it would be helpful if you could hold action on my account for two months and agree to freeze interest and other charges to stop my debt increasing.

If you are unable to agree to this, please explain your reasons.

Thank you for your help and I look forward to hearing from you.

Yours faithfully,

Ann Other

*** Substitute your reason for non payment e.g. made redundant, short working etc. Give as much detail as you can.**

**** Substitute a length of time which is reasonable. Shorter is better. You should still communicate with your lender in the meantime to keep them updated**