

	You name
	Your address
Creditors name	
Creditors address	

Date

Dear Sir or Madam

Account number

I am currently having financial difficulties and, so that I can assess my financial situation, I need to know the exact outstanding balance on the above account. Please supply this information as soon as possible so that I can make an offer of payment.

I am in the process of writing to all my creditors.

Yours faithfully