

# PRO RATA SAMPLE LETTER

Date: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To: Name of Creditor  
Address

Re: Cardholder Name & Account

Dear: *(If you know a specific person or when contacting them by phone get name of area office supervisor)*

Recently (I have had to.....) Or (My husband had.....) changed jobs and have met with a financial counselor to assess our present situation.

We acknowledge our indebtedness to you of \$ \_\_\_\_\_, and fully intend to pay you back in full. However, you are one of \_\_\_\_\_ creditors that we owe \$ \_\_\_\_\_ to. We owe minimum payments of \$ \_\_\_\_\_ each month. We are not able to meet these minimum payments at the present time, and we are not planning on going into further debt to meet these obligations.

We have put together a basic necessities cash flow plan based on our take home pay of \$ \_\_\_\_\_ per month (enclose a copy of cash flow plan). Since we have \_\_\_\_\_ small children and we have no (or limited) disposable income at this time to pay our creditors we (can or cannot) make a payment to you (of \$ \_\_\_\_\_) at the present time and do not intend to go bankrupt.

At this time we are asking for a moratorium on payments for the next \_\_\_\_\_ (30, 60, 90 or 120) days. We will keep in close contact with you and as soon as possible begin making payments. If possible we would like to request a reduction on interest during this time.

We are aware that this is an inconvenience to you, but we must meet the basic needs of our family first and fully intend on paying our creditors all that we owe them. Please be patient with us. If you have any questions please contact us at \_\_\_\_\_ (phone number).

Thank you for your consideration of our present situation.

Sincerely,  
(Print your name/s)

(Signatures)