



**DUMFRIES & GALLOWAY
CITIZENS ADVICE SERVICE**

PART 2

SELF HELP DEBT PACK

Includes:

Template Letters

Full budget to complete and keep for your records

Summary budget to send to creditors

Summary Monthly / Weekly BUDGET – for creditors

1

Dumfries & Galloway Citizens Advice Service. Tel: Dumfries and Galloway Citizens Advice Service Scottish Charity No. SC027107. Registered by the Financial Conduct Authority to carry on regulated activities FRN 617449.

Name:

Address:

Sole / joint budget	No. adults	No of dependent Children under 14	No of dependent children over 14	No of vehicles

Income			
Total Wages			£
Total benefits and tax credits			£
Total Pensions			£
Total Other income			£
	Income total		£
Expenditure			
Rent			£
Factor / service charges			£
Mortgage			£
Other secured loans			£
Mortgage endowments/PPI			£
Buildings and contents Insurance			£
Life Insurance			£
Council tax			£
Gas			£
Electricity			£
Coal/logs/calor gas			£
TV Licence			£
Sheriff court fines			£
Child support			£
Hire Purchase			£
Adult / Childcare costs			£
Other essential costs			£
	Total essential costs		£
Total Phone costs			£
Total travel costs			£
Total Housekeeping costs			£
Total other costs			£
	Total		£
	Total for all expenditure		£
	Amount left for creditors		£

Priority Debts			
Creditor		Amount owed	Monthly offer
Dumfries & Galloway Council		£	£
		£	£
		£	£
		£	£
	Total Owed	£	
		Total Monthly Offer	£
Non Priority Debts			
Creditor		Amount Owed	Monthly Offer
Royal Bank credit card		£	£
Capital One Credit Card		£	£
Littlewoods catalogue		£	£
Argos store card		£	£
Next store card		£	£
	Total Owed	£	
		Total Monthly Offer	£

Dear Sir or Madam,

Account Number:

Date:

Name:

Address:

I am currently experiencing financial difficulties, and would appreciate it if you could hold action on my account for at least 60 days to give me time to work out the best way of dealing with my debts.

If you are adding interest or charges, I would be grateful if you would freeze these during this period so my debt does not increase further.

I will contact you again as soon as I can with further details of my financial situation, and proposals for dealing with my debts.

Please send all correspondence directly to myself.

Yours Faithfully,

Dear Sir or Madam,

Account Number:

Date:

Name:

Address:

I am currently experiencing financial difficulties, and can no longer afford to make the full monthly payments. I have written to all my creditors asking them to accept reduced payments.

I have worked out pro rata offers and would be grateful if you would accept a reduced payment of £ each month. Please see the enclosed budget summary.

I would also be grateful if you would freeze interest and charges to allow me to reduce the amount I owe.

Should my circumstances change, I will contact you again.

Please send details of how I can make payments to you, and send all correspondence directly to myself.

Yours Faithfully,

Dear Sir or Madam,

Account Number:

Date:

Name:

Address:

I am currently experiencing financial difficulties, and can no longer afford these monthly payments for the following reasons.

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As you can see from the enclosed budget summary, I have no money to pay my creditors. I would be grateful if you would suspend payments for six months or accept a token offer of £1 per month for the next six months.

I would also be grateful if you would freeze interest and charges so my debt does not increase further.

Should my circumstances change I will contact you again.

Please send all correspondence and payment details directly to myself.

Yours Faithfully

Change of circumstances letter

Dear Sir or Madam,

Account number:

Name:

Address:

I am writing to let you know that my circumstances have recently changed, and I can no longer afford the agreed monthly repayments for the following reasons.

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I enclose a summary budget which shows my total income and outgoings. As you can see, I have only £ per month left for my creditors.

I have worked out the offers on a pro rata basis and have written to all of my creditors.

Please accept the reduced offer of £ per month. I will make my first payment on

If you are adding interest or other charges, I would be grateful if you would freeze these to enable me to make an inroad into the amount owed.

If my circumstances improve, I will contact you again.

Please send me details of how I can make these payments to you. Please send all correspondence directly to myself.

Yours Faithfully

Dear Sir or Madam,

Account number:

Name:

Address:

I am writing to let you know that my circumstances have recently changed, and I can no longer afford the agreed monthly repayments for the following reasons.

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I enclose a summary budget which shows my total income and outgoings. As you can see, I have no money left for my creditors.

Please agree to suspend payments for 6 months / accept a token offer of £1 per month.

If you are adding interest or other charges, I would be grateful if you would freeze these to prevent the debt from increasing.

If my circumstances improve, I will contact you again.

Please send me details of how I can make these payments to you. Please send all correspondence directly to myself.

Yours Faithfully

USEFUL LINKS

www.dagcas.org

www.cas.org.uk

www.moneymap.scot

www.moneyadvicescotland.org.uk

www.aib.gov.uk

www.gov.uk

www.moneyandpensionservice.org.uk

USEFUL TELEPHONE NUMBERS

DAGCAS – 0300 303 4321

Money Talk Team – (Benefit check) – 0800 085 7145

Universal Credit Help to claim helpline – 0800 023 2581

Dumfries and Galloway council – 030 33 33 3000