

COUNSELOR'S LETTER TO CREDITOR

Address: _____

Date: _____

Re: Account #: _____

Dear _____:

I am working with one of your customers, _____, regarding an outstanding indebtedness. Attached you will find copies of an earlier letter and forms regarding this subject.

Mr. and Mrs. _____ related that all creditors except your organization have agreed to the attached repayment plan. I want to confirm that I am working with the _____ on a monthly basis and assisted them in developing this repayment plan. I will continue to supervise this repayment plan and will notify all creditors if the conditions agreed upon are not being met.

I have had training in the area of budget and debt counseling through Christian Financial Concepts, a not-for-profit, teaching and educational ministry. If you would like information about this organization, please let me know and I will have CFC mail it to you.

The success of this plan depends upon the concurrence of all creditors. Without this approval the only recourse remaining will be through the courts. It is to the advantage of all parties concerned to avoid this if possible. If you have any questions for me I can be reached at _____ between _____ o'clock and _____ o'clock.

I trust your organization will agree to the submitted plan and sign and return the acceptance.

Sincerely,

This is given as a sample letter that a CFC referral counselor might use. If you are not a referral counselor then this format should not be used.