
Sample 2: Letter to your lender confirming details of a phone conversation

25 Banksia Avenue
Treedale Qld 4234
3 June 2018

The Manager
ASD Credit Services
GPO Box 1234
Brisbane Qld 4000

Dear Sir or Madam

Re: Ferris, Loan Account Number 084 553

This letter is to confirm the details of a conversation I had with Wendy from your Brisbane office at about 3.30 pm on 3 June, 2018.

In my call, I explained to Wendy that we are having difficulty paying our loan due to a temporary reduction in my husband's pay.

Wendy agreed we could reduce this month's payment from \$500 to \$300, and we could make up the difference by two extra payments of \$100, to be paid by 1 July and 31 July 2018.

If we have not heard from you by close of business this Friday, 15 June 2018 we will assume this letter accurately records the agreement we reached.

Yours sincerely

J E Ferris

Jeanine Ferris
Ph: (07) 3182 5182