

Settlement Proposal for Debt Collection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to propose a settlement regarding my outstanding balance of [Insert Amount] on account number [Insert Account Number]. Due to [brief explanation of financial hardship], I am unable to pay the full amount at this time.

To resolve this matter, I would like to offer a settlement of [Insert Offer Amount], which I am prepared to pay by [Insert Payment Date] if we can reach an agreement.

I hope we can work together to resolve this matter amicably. Please respond by [Insert Response Date] so we can finalize this settlement.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]