

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent negotiations regarding the debt settlement plan for account number [Account Number]. As we discussed, I am eager to find a resolution that is mutually beneficial and sustainable.

Could you please provide an update on your position regarding the proposed settlement terms? I believe we can reach a resolution promptly and appreciate your attention to this matter.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]