

# Settlement Offer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Debt Collector's Name]

[Debt Collector's Company]

[Company Address]

[City, State, Zip Code]

Dear [Debt Collector's Name],

Account Number: [Insert Account Number]

I hope this letter finds you well. I am writing to discuss the outstanding balance on my account with your company. Due to [brief explanation of financial hardship, e.g., recent job loss, medical bills], I am unable to pay the full amount owed.

However, I would like to propose a reduced settlement offer of [insert offer amount] in full satisfaction of the debt. This amount represents a significant portion of what I owe, and I hope we can come to an agreement that is mutually beneficial.

Should you accept this offer, please provide me with a written agreement stating that upon receipt of the above amount, the debt will be considered settled in full. I would appreciate a response by [insert date, typically 30 days from the date of the letter] to ensure prompt resolution.

Thank you for considering my offer. I look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]