

Letter to Creditor

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Company Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

We hope this letter finds you well. We are writing to address our outstanding account with [Creditor's Company Name]. As of [insert date], the balance of our account is [insert amount].

We are committed to resolving this matter and would like to discuss potential arrangements for payment. Please let us know your availability for a conversation so we can reach a mutually beneficial agreement.

Thank you for your understanding and cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]