

Debt Settlement Proposal

Date: [Insert Date]

[Your Name]
[Your Business Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Partner's Name]
[Partner's Business Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to propose a settlement regarding the outstanding debt of [insert amount] that has accrued between our businesses.

As you are aware, we have faced certain challenges that have impacted our cash flow. In order to resolve this matter amicably, I propose the following settlement terms:

- Total amount to be settled: [insert settlement amount]
- Payment plan: [insert proposed payment structure, e.g., monthly installments]
- Proposed start date for payments: [insert date]

I believe that this proposal allows us to maintain our business relationship while addressing the debt in a manageable way. I am open to discussing these terms further and hope we can reach an amicable agreement.

Please let me know a convenient time for you to discuss this matter. I appreciate your understanding and cooperation.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]