

Debt Settlement Agreement

To Whom It May Concern,

This letter serves as formal communication for the purpose of debt settlement regarding account number **[Account Number]** held by **[Creditor's Name]**.

We are acting on behalf of **[Client's Name]**, who has authorized us to negotiate a settlement on their behalf. Please direct all future communications regarding this matter to our office.

We propose the following terms for settlement:

- Settlement Amount: **[Proposed Amount]**
- Payment Terms: **[Payment Plan Details]**
- Deadline for Acceptance: **[Date]**

We kindly request a written response to this proposal within the stipulated timeframe. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]