

Debt Settlement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to propose a settlement for my unsecured loan account number [Account Number]. Due to [brief explanation of your financial situation], I am currently unable to meet my payment obligations.

To resolve this matter, I would like to offer a one-time payment of [Proposed Settlement Amount]. This payment would settle the account in full and prevent any further collection actions.

I believe this offer is a fair resolution considering my current financial situation. If you accept this settlement, please confirm in writing that the remaining balance will be forgiven upon receipt of the agreed amount.

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

Sincerely,

[Your Name]