Debt Settlement Request Letter

Date: [Insert Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

[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 formally request a debt settlement for my account [Account Number]. Due to [briefly explain your financial hardship], I am currently unable to meet my original payment obligations.

In light of my circumstances, I would like to propose a reduced payment of [Proposed Amount] to settle the outstanding balance. I believe this is a fair offer given my current financial situation.

I appreciate your understanding and consideration of my request. Please let me know if we can work together towards a mutually agreeable resolution. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]