

Settlement Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a settlement regarding the overdue balance on my account, currently amounting to [Total Amount Due].

Due to [briefly explain the reason for the overdue balance, e.g., financial difficulties, unexpected circumstances], I am unable to pay the full amount at this time. However, I am committed to resolving this matter amicably and would like to propose the following settlement terms:

- Payment of [Proposed Amount] as a one-time settlement.
- The payment to be made by [Proposed Payment Date].

I believe this proposal offers a fair resolution, and I am hopeful that you will consider it favorably. Please let me know if you need any further information or if we can discuss this matter at your earliest convenience.

Thank you for your understanding, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]