

# Letter of Intent to Settle Outstanding Financial Obligation

Date: [Insert Date]

To:

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally express my intent to settle my outstanding financial obligation with you regarding account number [Insert Account Number]. Due to unforeseen circumstances, I have been unable to meet the payment terms as previously agreed.

In light of my current situation, I would like to propose a settlement amount of [Insert Proposed Amount] to resolve this matter. I believe this amount to be fair and manageable based on my financial condition.

If you are agreeable to this proposal, I would appreciate a written confirmation so we may proceed with the necessary paperwork. I am committed to resolving this matter promptly and am hopeful for your understanding and cooperation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]