

Settlement Proposal for Outstanding Balance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Settlement of Outstanding Balance

I hope this message finds you well. I am writing to address the outstanding balance of [amount] that remains on my account #[account number]. I acknowledge this balance and am eager to find a mutually agreeable resolution.

To settle this matter promptly, I propose a settlement of [proposed settlement amount] to be paid by [proposed payment date]. This amount represents a good faith effort to clear the outstanding balance and maintain our positive relationship.

I believe that this offer is fair considering the circumstances, and I am hopeful that we can come to an agreement that works for both parties. Please let me know if you are willing to accept this proposal or if you wish to discuss alternative options.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]