

# Debt Settlement Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Account Number: [Insert Account Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally request a debt settlement regarding my credit account numbered [Insert Account Number]. Due to unforeseen financial difficulties, I have been unable to meet my obligations, and I would like to explore options for settling this debt.

I am proposing a settlement amount of [Insert Proposed Amount], which I hope you will consider. I believe this offer is fair given my current financial situation, and it would allow me to settle this matter amicably.

Please find attached documents supporting my financial status. I appreciate your understanding and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]