

# Request for Settling Outstanding Credit Account Balance

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the settlement of my outstanding credit account balance with [Company Name]. My account number is [Account Number].

As of [Insert Date], the current balance on my account is [Amount]. Due to [briefly explain reason, e.g., financial difficulties, administrative error, etc.], I would like to propose a payment plan to settle the outstanding balance.

I am committed to fulfilling my financial obligations and would appreciate your assistance in this matter. Please let me know if we can arrange a reasonable payment plan or if there are options available to settle the account promptly.

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

Sincerely,

[Your Name]