

Settlement Offer for Unresolved Credit Account

Date: [Insert Date]

To: [Creditors Name]

Address: [Creditors Address]

Subject: Settlement Offer for Account #[Account Number]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally propose a settlement offer regarding my unresolved credit account, which is currently in default. I appreciate your understanding and cooperation as I navigate through my financial challenges.

As of the current date, my account balance stands at [Insert Account Balance]. Due to unforeseen circumstances, I am unable to pay this amount in full. However, I am prepared to offer a lump sum payment of [Insert Offer Amount] as a settlement for this account.

I believe this offer is in the best interest of both parties, as it will allow you to recover a portion of the outstanding balance while I can resolve my debt obligation. I kindly ask that you consider this proposal and respond within [Insert Timeframe, e.g., 30 days].

If you agree to this settlement offer, please provide me with a written confirmation including the terms and conditions of the agreement. I aim to resolve this matter as quickly as possible and fully appreciate your attention to my request.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]