

Debt Settlement Negotiation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

I am writing to formally propose a settlement for my outstanding credit card debt listed under account number [Your Account Number]. Due to unforeseen circumstances, I have encountered significant financial difficulties that have made it increasingly challenging for me to meet my debt obligations.

As of today, my outstanding balance is [Current Balance]. Given my current financial situation, I am unable to pay the full amount owed. However, I would like to propose a settlement of [Proposed Settlement Amount], which I can pay in a lump sum by [Proposed Payment Date].

I understand that this offer may be lower than the amount owed, but I believe it provides you with an opportunity to recover a portion of the debt without further collections action. I respectfully request that you consider this proposal seriously.

If you are open to negotiating this settlement, please contact me at your earliest convenience so we can discuss the terms. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]