

Settlement Offer Agreement

Date: [Insert Date]

From:

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

To:

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Subject: Settlement Offer for Account #[Account Number]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to propose a settlement offer regarding my account #[Account Number] with your company. Due to unforeseen circumstances, I have found myself in a difficult financial situation.

After careful consideration of my current financial status, I would like to offer a settlement amount of [Settlement Amount] to clear my debt with your company. I believe this amount is fair under the circumstances and would allow me to resolve my account while minimizing further financial strain.

Should you accept this offer, I kindly request that you provide a written confirmation stating that my debt will be considered settled upon receipt of the payment.

Thank you for considering my offer. I hope to hear from you soon to discuss this matter further.

Sincerely,

[Your Name]