

Debt Settlement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Debt Settlement Offer for Loan Account #[Insert Account Number]

Dear [Creditor's Name],

I am writing to formally propose a settlement for my personal loan account with the number referenced above. Due to [brief explanation of your financial situation], I am unable to pay the full amount owed.

I would like to offer a settlement of [insert amount you are proposing] as a full resolution of the debt. I hope you will consider this offer, as it would allow me to resolve this matter quickly and avoid further collection efforts.

If you agree to this settlement, I request that you provide written confirmation outlining the terms of this agreement, including the amount to be settled and that you will report the account as "settled" to credit agencies.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]