

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to discuss my current loan account, [Loan Account Number], for which I have been facing some financial difficulties.

Due to unforeseen circumstances, I am unable to keep up with the current payment schedule. I believe that an amicable loan settlement would be mutually beneficial, allowing me to manage my obligations while also ensuring that you recover a portion of the outstanding balance.

I kindly request to discuss the possibility of settling the loan for the amount of [Proposed Settlement Amount]. I am committed to resolving this matter and hope we can agree on a fair settlement.

Thank you for considering my request. I look forward to your prompt response to discuss this further.

Sincerely,

[Your Name]