Debt Settlement Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Request for Debt Settlement

Dear [Creditor's Name],

I am writing to formally request a settlement for the outstanding debt I owe to your organization. Due to [briefly explain your situation, e.g., financial difficulties, job loss, etc.], I am unable to make the full payments as originally agreed.

After reviewing my finances, I would like to propose a settlement amount of [proposed amount] to clear this debt. I believe that this solution would be beneficial for both parties, allowing me to resolve my financial obligation while enabling your organization to recover a portion of the debt.

Thank you for considering my request. I hope to hear from you soon to discuss this matter further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]