

# Debt Settlement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally propose a debt settlement for my account (Account Number: [Insert Account Number]). Due to [brief explanation of financial hardship], I am unable to meet my full payment obligations.

As of today, my outstanding balance is [Insert Amount]. I would like to propose a settlement of [Insert Offer Amount] as a full and final settlement of my debt. I believe this figure is fair considering my current financial situation and will allow me to resolve this matter quickly.

I kindly request that you review my proposal and consider my circumstances. If you agree to this settlement, I would appreciate receiving a written confirmation outlining the terms.

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

Sincerely,

[Your Signature]

[Your Printed Name]