

Settlement Offer Letter

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]

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

Dear [Creditor's Name],

I am writing to propose a settlement for the outstanding balance on my account, number [Account Number], which is currently due and payable in the amount of [Total Amount Due].

Due to [brief explanation of your financial situation], I am unable to pay the full amount owed. However, I am able to offer a settlement of [Offer Amount] as a one-time payment to resolve the debt.

If you accept this offer, I kindly request that you provide a written confirmation stating that the remaining balance will be forgiven and that this account will be marked as "Settled-in-Full." I believe this is a mutually beneficial arrangement that can help me get back on track financially while allowing you to recoup a portion of the outstanding debt.

Please let me know your decision by [specific date, typically 30 days from the date of the letter]. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]