

Debt Settlement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a jurisdictional debt settlement regarding the outstanding debt associated with my account number [Insert Account Number]. Due to [briefly explain your financial hardship], I am unable to meet the original terms of the debt.

I propose settling this debt for [insert proposed settlement amount], which I believe is a fair resolution considering my current financial situation. This amount can be paid in [insert terms of payment, e.g., lump sum, installments].

Upon acceptance of this offer, I kindly request a written confirmation that the debt will be considered settled in full, and that no further action will be taken against me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]