

# Debt Administrative Update

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: Update on Settlement Offers

Dear [Recipient Name],

We hope this message finds you well. This letter serves as an update regarding your outstanding debt with us, account number [Account Number].

After reviewing your account, we would like to inform you of our willingness to discuss settlement offers. The current balance on your account is [Total Amount Owed]. We believe that a mutual agreement can be reached to help you resolve this matter effectively.

We propose the following settlement options:

- Option 1: Pay [Amount] as a lump sum by [Due Date].
- Option 2: Set up a payment plan of [Monthly Amount] over [Number of Months].
- Option 3: [Additional Option if Applicable].

Please keep in mind that these offers are valid until [Offer Expiration Date]. To accept any of these offers or to discuss further options, please contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]