

Debt Settlement Proposal

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to propose a settlement for my outstanding debt with your organization, account number [Insert Account Number]. Due to [briefly explain your current financial situation], I am unable to pay the total amount owed at this time.

To resolve this matter, I propose a debt settlement of [Insert Amount] to be paid in [Insert Number of Payments] installments. I believe this offer is fair considering my current situation and I am committed to making these payments promptly.

Please consider this proposal and let me know if we can come to an agreement. You can reach me at [Your Phone Number] or [Your Email Address]. I appreciate your understanding and cooperation in this matter.

Thank you for your attention to this proposal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]