

# Deferred Debt Payment Settlement Offer

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a settlement offer regarding my outstanding debt with [Company/Organization Name]. I am currently facing financial difficulties, which have hindered my ability to make payments as initially agreed.

As a way to resolve this matter, I would like to propose a deferred payment settlement plan. I am suggesting the following terms:

- Outstanding amount: [Insert Amount]
- Proposed settlement amount: [Insert Amount]
- Payment schedule: [Insert proposed monthly payments and duration]

I believe this arrangement will be mutually beneficial, allowing me to fulfill my obligation while alleviating the financial strain I am currently experiencing. I am committed to adhering to the terms we agree upon to ensure the settlement is completed successfully.

Thank you for considering my request. I look forward to your positive response. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you would like to discuss this matter further.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]