

Negotiation Offer for Business Debts

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to discuss the outstanding debt of [insert amount owed] that my business, [Your Business Name], currently owes to [Creditor's Business Name].

Due to [briefly explain reason for financial difficulty, e.g., economic challenges, unexpected expenses], we are facing challenges in meeting our existing obligations. However, we are committed to resolving this matter and would like to propose a negotiation offer.

We would like to offer [insert your proposed payment plan, e.g., reduced lump sum payment, installment payments] to settle this debt. We believe this offer is fair given our current financial situation and would allow us to fulfill our commitment without further delay.

We appreciate your understanding and consideration of our proposal. We value our business relationship and are hopeful for a mutually acceptable resolution. Please let us know a convenient time for us to discuss this further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Contact Information]