

# Creditor Settlement Proposal

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to propose a settlement regarding my outstanding debt with your company, account number [Insert Account Number]. Due to [briefly explain your situation, e.g., financial hardship, job loss], I am unable to fulfill the total balance as per our agreement.

To resolve this matter amicably, I would like to propose a settlement amount of [Insert Proposed Amount], which I believe is a fair offer given my current financial situation. I am prepared to make this payment in full by [insert date].

Accepting this settlement would allow me to clear my debt and move forward without the burden of an unresolved account. I believe this proposal serves in both of our best interests and would appreciate your consideration.

Thank you for your time and understanding. I look forward to your prompt response regarding my proposal.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]