

Reduced Settlement Request

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Recipient's Title
Company's Name
Company's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reduced settlement regarding my account, [Account Number]. Due to [brief explanation of your circumstances, e.g., financial hardship, medical issues], I am unable to meet the original payment terms.

After careful consideration, I propose a reduced settlement amount of [proposed amount] to settle this account. I believe this is a fair offer given my current financial situation, and I assure you that it will enable me to resolve my obligations in a timely manner.

I appreciate your understanding and consideration of my request. I would be happy to discuss this matter further and provide any necessary documentation to support my situation. Please feel free to contact me at your earliest convenience.

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

Sincerely,

[Your Name]