

Offer to Resolve Account Balance

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss my current account balance of [Total Balance Amount] with [Company Name]. Due to [brief explanation of circumstances, e.g., financial difficulties], I am unable to pay the full amount owed at this time.

However, I would like to propose a resolution by offering a partial payment of [Proposed Amount] to settle the account. I believe this offer reflects my genuine intent to resolve the debt while considering my financial situation.

If you accept this proposal, I would appreciate it if you could confirm in writing that the remaining balance will be considered settled upon receipt of the payment. I kindly ask for your understanding and support in this matter.

Thank you for considering my offer. I look forward to your positive response.

Sincerely,

[Your Name]