

Settlement Offer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Re: Debt Settlement Offer for Account Number [Insert Account Number]

Dear [Creditor's Name or Collections Department],

I am writing to propose a settlement regarding the outstanding balance on my account with you, which currently stands at [Total Amount Due]. Due to [brief explanation of financial difficulties], I am unable to pay the full amount.

I would like to offer a settlement amount of [Proposed Settlement Amount] as a full and final payment to resolve this matter. I believe that this is a fair offer considering my financial circumstances and the current status of my account.

If you are willing to accept this settlement offer, please provide a written confirmation stating that the remainder of the debt will be forgiven upon receipt of the proposed payment.

I appreciate your consideration of my situation and this proposal. I hope to resolve this matter amicably and promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]