

Debt Reconciliation Proposal

Date: [Insert Date]

To: [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 reconciliation of the outstanding debt owed by me to your organization. The details of the debt are as follows:

- Account Number: [Insert Account Number]
- Outstanding Amount: [Insert Amount]
- Date of Last Payment: [Insert Date]

Due to [brief explanation of circumstances, e.g., financial difficulties, unforeseen emergencies], I have encountered challenges in meeting my payment obligations. However, I am committed to settling this debt and would like to propose the following terms for reconciliation:

1. Proposed Payment Plan: [Insert proposed payment terms]
2. Payment Start Date: [Insert Date]
3. Duration: [Insert Duration]

I believe that this plan will allow me to fulfill my obligations without causing further financial strain. I am open to discussion and negotiation on this matter.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]