

# Debt Settlement Notification

Date: [Insert Date]

To: [Insert Debtor's Name]

[Insert Debtor's Address]

Dear [Insert Debtor's Name],

We are writing to inform you that we have reviewed your account and would like to propose a settlement for your outstanding debt of [Insert Amount].

After careful consideration, we are willing to settle your debt for [Insert Settlement Amount]. This amount must be paid by [Insert Due Date]. If the full settlement amount is paid within the specified time frame, we will consider your account to be resolved and will report it accordingly to the credit bureaus.

Please contact us at [Insert Contact Number] or [Insert Email Address] to discuss this settlement offer further or to make arrangements for payment.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Address]

[Insert Company Contact Information]