

Outstanding Balance Settlement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the outstanding balance on my account, which currently stands at [insert balance]. Due to [brief explanation of your situation, e.g., financial hardship, unexpected expenses], I am unable to pay the full amount at this time.

To address this matter, I would like to propose a settlement agreement. I am willing to pay [insert proposed amount] as a full settlement for the outstanding balance. I believe this will be beneficial for both parties, as it would allow me to resolve the debt in a manageable way while ensuring that your company receives compensation for the amount owed.

I kindly ask that you consider this proposal and let me know if we can come to an agreement. I am hopeful we can resolve this matter amicably and promptly. Please feel free to contact me at [insert phone number] or [insert email] to discuss this further.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]