

# Settlement Request for Outstanding Debt

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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 formally request a settlement for my outstanding debt with account number [Your Account Number]. Due to [brief explanation of your financial situation], I am unable to pay the full amount owed.

After reviewing my financial situation, I would like to propose a settlement amount of [Proposed Settlement Amount]. I believe this amount will allow me to resolve this debt while relieving the financial burden I am currently facing.

I am hopeful that we can come to a mutually beneficial agreement and would appreciate your consideration of my proposal. Please contact me at your earliest convenience to discuss this matter further. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]