

# Settlement Proposal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [MM/DD/YYYY]

[Collection Agency Name]

[Collection Agency Address]

[City, State, Zip Code]

Subject: Settlement Proposal for Account #[Account Number]

Dear [Collection Agency Name],

I am writing to propose a settlement for the outstanding loan account referenced above, which has been transferred to your agency for collection. Due to unforeseen circumstances, I have encountered financial difficulties and am unable to pay the full amount owed.

As a resolution, I would like to offer a settlement amount of [Proposed Amount] as full payment of this debt. I believe this amount reflects a fair compromise, given my current financial situation.

If you accept this offer, I request that you provide written confirmation stating that upon receipt of this amount, the debt will be considered settled, and you will report the account as "paid" to all credit reporting agencies.

Thank you for your consideration of my proposal. I hope to resolve this matter amicably. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to discuss this proposal further.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]