

Settlement Offer Letter

Date: [Insert Date]

To,

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Offer to Settle Loan Deficiency Balance

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally propose a settlement regarding the outstanding deficiency balance of my loan account [Account Number].

As per my records, the current deficiency balance stands at [Amount]. Due to unforeseen financial hardships, I am unable to pay the full amount. Therefore, I am offering a one-time settlement amount of [Settlement Amount] to resolve this matter.

I believe this offer will be mutually beneficial as it will allow me to clear my debt while providing you with a payment without further delays or collection efforts.

Should you agree to this settlement offer, please respond in writing within [specific time frame, e.g., 30 days] to confirm acceptance and outline the next steps for processing.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]