

# Debt Settlement Proposal

Date: [Insert Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

I hope this message finds you well. I am writing to propose a settlement regarding the outstanding debt of [amount owed] that you currently owe to [Your Company Name]. We understand that financial challenges can arise, and we are willing to work with you to find a resolution.

We would like to offer you a debt settlement amount of [proposed amount] to be paid by [proposed date] as a full and final settlement of your debt. This would allow you to resolve this matter without further obligation.

Please review this proposal and let us know if you are in agreement. We are hopeful that we can reach a satisfactory resolution that benefits both parties.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]