

# Debt Settlement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

I am writing to propose a settlement for my outstanding debt account numbered [Account Number]. Due to unforeseen circumstances, I am currently unable to meet the full obligations of my debt. I would like to offer a settlement that I can manage while settling my account.

I am proposing to pay a one-time amount of [Proposed Settlement Amount] as settlement in full for the above-referenced account. I believe this amount is fair and will allow me to resolve my debt while also allowing you to recover a portion of the funds owed.

If you agree to this proposal, I would request that you provide written confirmation stating that this amount will satisfy the debt in full and that you will update your records accordingly.

Thank you for considering my proposal. I hope we can work together to resolve this matter amicably. I look forward to your prompt response.

Sincerely,

[Your Name]