

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 hope this message finds you well. I am writing to discuss my current financial situation and propose a settlement regarding the outstanding debt of [Insert Debt Amount] that I owe to your organization.

Due to [brief explanation of financial hardship], I am unable to pay the full amount at this time. However, I am committed to resolving this matter and would like to propose a settlement of [Insert Proposed Settlement Amount] as a full resolution of the debt.

I believe this proposed amount is fair and can be beneficial for both parties. I am willing to make this payment by [insert proposed payment method and timeline].

I appreciate your understanding and consideration of my situation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further. I look forward to your prompt reply.

Thank you for your attention to this matter.

Sincerely,

[Your Name]