

# Debt Settlement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to discuss my current financial situation regarding my account number [Account Number] and to propose a settlement for the debt I owe. Due to unforeseen circumstances such as [brief description of hardship--e.g., job loss, medical issues], I am facing significant difficulties in meeting my financial obligations.

As a result of these challenges, I am seeking your understanding and assistance in negotiating a settlement amount that I can comfortably manage. I am proposing a payment of [Proposed Amount] in a one-time payment/ a payment plan of [insert payment plan terms], to settle the debt.

I truly wish to resolve this matter amicably and believe that this proposal will benefit both parties. I appreciate your consideration and am looking forward to your prompt response so we can work together towards a resolution.

Thank you for your understanding.

Sincerely,

[Your Name]