

Settlement Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Debt Collector's Name]

[Debt Collector's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Debt Collector's Name],

I am writing to propose a settlement regarding the outstanding debt with account number [Account Number]. Due to [briefly explain your financial situation], I am unable to pay the full amount at this time.

As a gesture of goodwill, I would like to offer a settlement of [Offer Amount], which I can pay in [one lump sum/on a payment plan]. I believe this is a fair resolution, allowing me to satisfy the debt while also enabling you to recover a portion of the owed amount.

I respectfully request your consideration of this proposal. If agreed upon, I would appreciate a written confirmation of the terms. Thank you for your understanding, and I look forward to your prompt response.

Sincerely,

[Your Name]