

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Title]

[Creditor's Company Name]

[Creditor's Company Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally propose a negotiation regarding the outstanding debts owed by [Your Company Name] as a result of [briefly explain the situation, e.g., financial challenges, economic downturn].

As of [insert date], our records indicate that the total outstanding balance is [insert amount]. Given the current financial constraints, we are unable to meet the full payment terms initially agreed upon. However, we are committed to resolving this matter and maintaining a positive relationship with your organization.

We would like to propose a charge-off settlement of [insert proposed amount] to settle this debt. We believe this amount is fair under the current circumstances and would allow us to move forward while respecting our obligations to you.

We appreciate your consideration of this proposal and hope to reach a mutually beneficial resolution. Please feel free to contact me directly at [your phone number] or [your email address] to discuss this matter further.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]