

Debt Settlement Negotiation Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Partner's Name

Partner's Title
Partner's Company Name
Company Address
City, State, Zip Code

Dear [Partner's Name],

I hope this message finds you well. I am writing to discuss the outstanding debt that has accumulated between our businesses. As you are aware, we have a current balance of [amount] due on [due date], which has put a strain on [your business name].

I value our partnership and would like to propose a settlement arrangement that could be beneficial for both parties. I suggest [proposed payment plan or settlement amount] to resolve this debt. This will help us to move forward and strengthen our business relationship.

Please let me know a convenient time for us to discuss this proposal further. I am confident that we can reach a fair agreement that works for both of us.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]