

Debt Settlement Agreement

Date: [Insert Date]

To:

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

Subject: Agreement for Debt Settlement

Dear [Creditor's Name],

I am writing to formally propose a settlement agreement regarding my outstanding debt with your organization, account number [Insert Account Number]. Due to my current financial situation, I am unable to pay the full amount owed.

I would like to offer a settlement amount of [Insert Settlement Amount], to be paid in [Insert Number of Payments] installments of [Insert Payment Amount] each, concluding by [Insert Final Payment Date]. I hope this arrangement is agreeable to you, as it would allow me to resolve this debt in a manageable manner.

Upon receipt of the agreed amount, I kindly request that you provide a written confirmation stating that the debt is considered settled in full and that no further action will be taken against me.

Thank you for considering my proposal. I look forward to your prompt response so we can come to a mutually beneficial agreement.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]