

Debt Settlement Discussion Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 account with you, which has become increasingly challenging for me to manage. My goal is to find a mutually beneficial solution to settle the outstanding debt.

Due to [briefly explain your situation, e.g., unexpected medical expenses, job loss], I have encountered financial difficulties that have hindered my ability to maintain the current payment schedule. I value my relationship with your company and am committed to addressing this matter promptly.

I would like to propose a debt settlement plan that better accommodates my current financial situation. I am able to offer a one-time payment of [insert amount] as a settlement for the full balance of my account. I believe this amount is fair and feasible for me at this time.

Thank you for considering my proposal. I appreciate your understanding and support during this challenging time. I am hopeful that we can reach an agreement that serves both parties well. Please let me know a convenient time for us to discuss this matter further.

Sincerely,

[Your Name]