

# Debt Resolution Offer

Date: [Insert Date]

To: [Debtor's Name]  
[Debtor's Address]  
[City, State, Zip Code]

Dear [Debtor's Name],

We are writing to inform you about your outstanding balance with us totaling [Insert Amount]. We understand that financial difficulties can arise, and we would like to offer a resolution to your current situation.

To assist you, we propose the following debt resolution plan:

- Reduced Total Amount Due: [Insert New Amount]
- Payment Plan: [Insert Payment Terms]
- Acceptance Deadline: [Insert Date]

Please review this offer carefully and do not hesitate to reach out to us if you have any questions or require further assistance. We believe this offer can help you settle your debt amicably and move forward positively.

To accept this offer, please sign and return the enclosed agreement by the acceptance deadline.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]