

Letter of Request to Settle Obsolete Debt

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the settlement of an obsolete debt for the amount of [Specify Amount], originally incurred on [Date of Debt]. Due to [Reason such as financial hardship, etc.], I am unable to fulfill the original terms of repayment.

In light of my current situation, I would like to propose a settlement of [Offer Amount] as a full and final settlement of this debt. I believe this is a fair resolution that benefits both parties and allows me to move forward.

I kindly ask that you respond to this proposal within [Specify Timeframe, e.g., 14 days]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]