

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Creditor's Name]  
[Creditor's Address]  
[City, State, Zip Code]

Subject: Debt Settlement Offer

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to discuss my account with you, which has an outstanding balance of [Amount]. Due to [brief explanation of your financial situation], I am unable to pay the full amount owed.

I would like to propose a settlement to resolve this debt. I am offering a lump-sum payment of [Proposed Settlement Amount] to settle the account. I believe this is a fair offer considering my current financial circumstances.

If you agree to this proposal, please confirm in writing that the balance will be considered settled upon receipt of the agreed amount.

Thank you for considering my offer. I look forward to your prompt response to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]