

[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 Proposal

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to address the outstanding debt associated with account number [Account Number]. Due to [briefly explain your financial situation], I am unable to fulfill my payment obligations as originally agreed.

In light of my current circumstances, I would like to propose a settlement for the total amount owed. I am offering a one-time payment of [Proposed Settlement Amount] to resolve this debt. This amount represents a significant effort on my part to settle my account in good faith despite my financial challenges.

If you accept this proposal, I request that you provide a written agreement confirming the settlement. Once I receive confirmation, I will promptly make the payment.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]