

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out regarding my current debt situation with [Company's Name]. Due to [brief explanation of your situation, e.g., unexpected medical expenses, job loss], I am finding it difficult to meet my payment obligations.

I value our relationship and want to find a solution that works for both of us. I would like to propose a settlement plan where I can pay [specific amount or percentage of the total debt] in [specific time frame, e.g., one lump sum, the next few months]. I believe this is a fair offer considering my current financial constraints.

I appreciate your understanding and am hopeful we can come to an agreement. Please let me know if we can discuss this further. You can reach me at [your phone number] or [your email address]. Thank you for your consideration.

Looking forward to your response.

Best regards,

[Your Name]