

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

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

Dear [Creditor's Name or Debt Collection Agency],

Subject: Debt Settlement Offer

I hope this letter finds you well. I am writing to propose a settlement for my outstanding debt with your organization, account number [Account Number]. Due to unforeseen circumstances, I have been unable to maintain consistent payments, but I am committed to resolving this matter.

I would like to offer a settlement amount of [Proposed Amount] as payment in full for this debt. I believe this amount is fair considering my current financial situation and would greatly assist me in moving forward.

If you accept this offer, I request that you provide written confirmation that the balance will be considered settled and that you will report this to the credit bureaus accordingly.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]