

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

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

Subject: Request for Debt Settlement

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to discuss my account with you, which has the account number [Account Number]. Due to [briefly explain your financial situation, e.g., medical expenses, job loss], I am currently facing difficulties in meeting my payment obligations.

In light of these circumstances, I would like to propose a settlement for the outstanding debt. I am able to offer [specific amount] as a one-time payment to settle the account. I believe this is a fair resolution considering my current financial situation.

I kindly request that you consider this offer and respond to me by [specific date]. I am hopeful we can come to a mutually beneficial agreement. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further discussion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]