

[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 Appropriate Title],

Subject: Debt Settlement Proposal for Account #[Account Number]

I hope this message finds you well. I am writing to discuss my current financial situation regarding the outstanding debt on my account with your company. Due to [briefly explain your situation, e.g., loss of job, medical expenses], I have been facing challenges in meeting my financial obligations.

I value my relationship with [Creditor's Company Name] and am committed to resolving this matter responsibly. In light of my situation, I would like to propose a settlement for my debt. I am offering a one-time payment of [Proposed Settlement Amount] to satisfy the account in full. I believe this settlement will benefit both parties, allowing me to clear my debt and preventing further collection actions on your side. I kindly ask you to consider my proposal and look forward to discussing it further.

Thank you for your time and understanding. Please contact me at your earliest convenience to discuss this proposal.

Sincerely,

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