

[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 Customer Service Department],

Subject: Request for Debt Settlement

I hope this letter finds you well. I am writing to formally request a debt settlement regarding my account with [Account Number or Reference Number], which currently shows an outstanding balance of [Amount Owed]. Due to [brief explanation of financial hardship or circumstances], I am unable to fulfill the full repayment terms as originally agreed. However, I would like to propose a settlement arrangement that would allow me to settle this debt for a lesser amount.

I am able to offer a one-time payment of [Proposed Amount] as a full settlement of my debt. I believe this proposal is a mutually beneficial solution and would appreciate your consideration of this offer.

Please respond to this request by [a specific date, typically 30 days] so we can discuss this matter further. I am hopeful that we can come to a satisfactory resolution.

Thank you for your understanding and assistance.

Sincerely,  
[Your Name]