

[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 "To Whom It May Concern"],
Subject: Proposal for Debt Settlement - Account Number [Your Account Number]

I hope this letter finds you well. I am writing to discuss my outstanding debt with [Creditor's Name], which currently amounts to [Total Amount Owed]. Due to [brief explanation of your current financial situation], I am unable to make the full payments as originally agreed.

In an effort to resolve this matter, I would like to propose a settlement of [Offer Amount] as a full and final settlement of the debt. I believe this proposal is beneficial for both parties as it allows me to fulfill my obligation with a manageable payment while enabling your organization to recover a portion of the outstanding balance.

I kindly request your consideration of this proposal and would appreciate a prompt response. If agreeable, I can provide [any necessary documentation or payment terms].

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,
[Your Name]