

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Creditor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Debt Settlement Offer - Account Number: [Your Account Number]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to formally propose a settlement for my outstanding debt with your organization, associated with account number [Your Account Number].

Due to [brief explanation of your financial situation, e.g., unexpected medical expenses, job loss], I am currently unable to meet the obligations of my debt as originally agreed. However, I am committed to resolving this matter and would like to propose a settlement offer.

I am offering a lump sum payment of [Proposed Settlement Amount] to settle the total debt of [Total Debt Amount]. I believe this is a reasonable amount given my current financial situation, and it allows both parties to move forward.

If you accept this offer, I kindly request that you provide written confirmation that the remaining balance will be forgiven and that this account will be marked as "settled" on my credit report.

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

Sincerely,

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