

DEBT SETTLEMENT LETTER

[Your Name]
[Your Address]
[Your Telephone]

[Date]

[Creditor's Name]
[Creditor's Address]
[City, Zip Code]
[Creditor's Phone Number]

Re: Debt Settlement Proposal
Account Number: [Account Number]

To whom it may concern,

Thank you for taking the time to read this letter. I'm contacting you to open a negotiation regarding the debt claim I owe with the account number **[account number]**. I'd like to settle this account, but I recently lost my job after I was forced to stay at the hospital for three months due to a fire that injured me and destroyed my home.

Unfortunately, I spent most of my savings recovering from that incident. I've tried my best to repay my debts, but my resources are limited. I'm facing severe financial hardship, and I'm afraid that I may not be able to pay back some of what I owe.

Bearing that in mind, I hope you'll be willing to work with me to settle this debt for **[offer amount]**. In exchange for settling this debt, I'd also request that you close this account and report it as paid in full to all of the three major credit bureaus (Experian, Equifax, and/or TransUnion) that you furnish data to. In addition, if I pay this debt, you and any associated companies must agree to release me from all liability related to it, and to take no further action against me to enforce or collect it.

I'll pay the amount offered within **[number of days/weeks/months]** provided you send a signed settlement agreement that satisfies all of my requests. Please be aware that, due to my situation, I have many other financial obligations that may take priority if we're unable to come to an agreement.

I sincerely hope we can come to an agreement: I've had a great experience being a customer of **[creditor's name]**, and have recommended your services to friends and family. Please let me

know if you have any questions regarding this offer. Thank you for your understanding and cooperation during this difficult time.

Sincerely,

[Your Name]