

# Credit Card Debt Settlement Letter

Subject: Request for Credit Card Debt Settlement

Dear [Credit Card Company Name],

I am writing to address the outstanding debt on my credit card account [Your Credit Card Account Number]. I understand that I have fallen behind on my payments, and I sincerely apologize for this unfortunate situation. I am eager to resolve this matter and regain control of my financial responsibilities.

I am currently facing financial hardship due to [briefly explain the reasons for your financial difficulties, such as job loss, medical expenses, or other unforeseen circumstances]. Despite my best efforts, I have been struggling to meet my financial obligations, including the repayment of my credit card debt.

I am committed to honoring my obligations and avoiding the possibility of default. I am hopeful that we can reach a mutually beneficial agreement to settle my debt. I am proposing a settlement offer of [proposed settlement amount, typically a percentage of the total debt owed] to satisfy the entire outstanding balance on my account.

In exchange for this settlement, I request that you consider the debt as "paid in full" and agree to report this settlement to the credit reporting agencies as such. This will help improve my credit standing and provide me with an opportunity to rebuild my financial future.

I understand that you may require some time to assess my situation and review my proposal. However, I kindly request that you respond to this settlement offer in writing within 30 days of receiving this letter. Please consider my financial difficulties and the hardship I am facing in making your decision.

I prefer to handle this matter in an amicable and cooperative manner, and I am open to discussing any other options or arrangements that may be suitable for both parties. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

I look forward to resolving this matter promptly and appreciate your understanding and cooperation.

Thank you for your attention to this request.

Sincerely,

[Your Name]