

Debt Settlement Offer Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debt Collection Agency Name]

[Address]

[City, State, Zip Code]

Re: Debt Settlement Offer

Account Number: [Your Account Number]

Original Creditor: [Original Creditor's Name]

Original Amount: [Original Debt Amount]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to discuss the matter of the debt associated with the above-mentioned account. I understand that my financial obligations have not been met as agreed, and I am unable to repay the full outstanding amount.

I am currently facing severe financial difficulties, and I am unable to satisfy the full amount owed. Despite my financial hardships, I am determined to take responsibility for my debt and settle this matter in good faith.

In light of my circumstances, I would like to propose a debt settlement offer as follows:

Proposed Settlement Amount: [Proposed Settlement Amount in USD]

I am offering this amount as a full and final settlement of the debt. If this offer is accepted, I request that the debt be considered paid in full, and all further collection activities, including reporting to credit bureaus, will cease immediately.

Please understand that the proposed settlement amount represents the maximum sum that I can afford at this time. If accepted, I will arrange to make the payment within [number of days you require to arrange the payment], upon receiving written confirmation of the acceptance of this settlement offer.

I kindly request that you provide me with a formal written agreement outlining the terms of the settlement should you choose to accept my offer. The agreement should clearly state that upon receipt of the settlement amount, you will not pursue any further collection efforts related to this debt.

Please note that this settlement offer is made without any admission of liability on my part. It is intended solely as a good faith effort to resolve this matter and move forward.

I also request that you inform all credit reporting agencies to which you have previously reported this debt of the settlement, requesting that they update the information in their records accordingly.

Please consider my situation and accept this offer as it would provide a mutually beneficial resolution to this debt. I look forward to your timely response to this matter.

You can reach me at the contact information provided above if you have any questions or require further information. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature] (if sending by physical mail)