

Debt Settlement Offer Letter

From: _____

Sender's Name

Sender's Address

City, State, ZIP Code

To: _____

Recipient's Name

Recipient's Address

City, State, ZIP Code

Date

Re: [Account Number]

Dear _____,
Recipient's Name

In regard to the above-referenced debt, I wish to propose settling the account for a reduced amount. It is not possible for me to pay the full debt, due to the following circumstances:

Describe your situation in detail

I understand the importance of settling my obligations, and I propose to settle the debt for \$_____. Please accept this amount in full satisfaction of the entire balance, and report the account as paid with each of the three major credit bureaus.

If you agree to this arrangement, please prepare and mail a letter of acceptance to me.