TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Debt Settlement Letter

Dear **[NAME]**

To Whom This May Concern,

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 my recent **[JOB LOSS, MEDICAL EVENT, DIVORCE, BUSINESS FAILURE, DEATH OF A LOVED ONE, ETC.]**. I understand the importance of settling my obligations, and I propose to settle the debt for $**[AMOUNT]**.

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, Experian, Equifax, and TransUnion.

If you agree to this arrangement, please prepare, and mail a letter of acceptance to me. Upon receipt of your letter of acceptance, I will immediately forward payment for the agreed-upon amount.

Regards,