

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Contact Person or Department]  
[Credit Card Company Name]  
[Company Address]  
[City, State, Zip Code]

**RE: Debt Settlement Proposal for Account Number: [Your Account Number]**

Dear [Contact Name or Collections Department],

I am writing this letter to formally propose a settlement for the outstanding balance on my credit card account mentioned above. Currently, my records show a balance of \$[Total Amount Owed].

Due to unexpected financial hardship caused by [briefly mention reason, e.g., job loss, medical illness], I am unable to pay the full balance. I am committed to resolving this debt and can offer a one-time, lump-sum payment of \$[Offer Amount] in exchange for the full release of this debt and the account being marked as "Settled in Full."

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as full and final settlement of the debt.
- Your company will waive all remaining interest, late fees, and penalties.
- Your company will report this account to the credit bureaus as "Settled in Full" or "Paid in Full."
- No further collection action will be taken against me for this account.

If you accept these terms, please send me a written agreement on company letterhead confirming this settlement. Once I receive the written confirmation, I will issue the payment via [Certified Check/Wire Transfer] within [Number] business days.

Please respond to this proposal by [Date]. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]