

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

[Date]

[Lender/Service Name]
[Loss Mitigation Department]
[Address]
[City, State, Zip Code]

RE: Settlement Offer for Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to discuss the current default status of my mortgage for the property located at [Property Address]. Due to [briefly mention hardship, e.g., medical emergency, job loss], I am unable to pay the full outstanding balance of \$[Total Amount Owed].

I would like to propose a one-time, lump-sum settlement of \$[Offer Amount] to satisfy the debt in full. This offer is being made in an attempt to avoid further legal action or foreclosure.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as full and final satisfaction of the debt.
- The lien on the property will be released upon receipt of payment.
- The account will be reported to the credit bureaus as "Settled in Full" or "Paid as Agreed."
- Any remaining deficiency balance will be waived, and no further collection efforts will be pursued.

Please provide a written response within [Number] days if this offer is acceptable. Once I receive a signed agreement from your office confirming these terms, I will arrange for the funds to be transferred immediately.

Sincerely,

[Your Signature]

[Your Printed Name]