

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

[Date]

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

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

To Whom It May Concern,

I am writing to formally propose a lump-sum settlement offer to resolve the delinquency and satisfy the outstanding balance on the above-referenced mortgage account. Due to [briefly state hardship, e.g., job loss, medical emergency], I am currently unable to bring the loan current or maintain regular monthly payments.

As of [Date], the total outstanding balance is \$[Total Balance Amount]. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final satisfaction of this debt.

This offer is contingent upon the following terms:

- The lender agrees to accept the offered amount as payment in full for the debt.
- The lender agrees to release the lien on the property located at [Property Address] upon receipt of funds.
- The lender agrees to report the account to all credit bureaus as "Settled in Full" or "Paid as Agreed" and waive any remaining deficiency balance.
- The lender agrees to cease all foreclosure proceedings currently in progress.

This offer is valid until [Expiration Date]. Please provide a written response accepting these terms on your company letterhead. Once received, I will arrange for the transfer of funds via [Wire Transfer/Certified Check].

Thank you for your time and consideration of this proposal.

Sincerely,

[Your Signature]
[Your Printed Name]