

Date: [Insert Date]

[Storage Facility Name]
[Manager Name or Accounts Dept]
[Street Address]
[City, State, Zip Code]

RE: Settlement Offer for Delinquent Account

Account Number: [Insert Account Number]

Unit Number: [Insert Unit Number]

To Whom It May Concern,

I am writing regarding my delinquent storage account at your facility. As of [Insert Date], the total balance reflected on my statement is \$[Insert Total Amount Owed].

Due to unexpected financial hardship, I am unable to pay the full balance at this time. However, I would like to resolve this matter amicably and avoid further collection actions or the auction of my personal property.

I am offering a one-time, lump-sum payment of **\$[Insert Settlement Amount]** as full and final settlement of this debt. Upon your acceptance of this payment, I understand that:

- The remaining balance will be forgiven.
- Any scheduled lien sale or auction of my property will be cancelled.
- My account will be closed and reported as "Paid in Full" or "Settled."
- I will be granted [Insert Number] days to vacate the unit and remove my belongings.

If this offer is acceptable, please provide a written confirmation or a signed copy of this letter. I am prepared to make this payment immediately via [Insert Payment Method, e.g., Cashier's Check/Credit Card] upon receipt of your approval.

I look forward to resolving this issue quickly. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]