

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

[Date]

[Name of Credit Card Issuer]
[Debt Recovery Department]
[Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to you regarding the outstanding balance on the above-referenced account. I am currently experiencing significant financial hardship due to [mention brief reason, e.g., job loss, medical emergency, or reduced income]. As a result, I am unable to pay the full balance of [Total Amount Owed].

I am committed to resolving this debt and would like to propose a one-time, lump-sum settlement offer of [Settlement Amount]. This amount represents [Percentage]% of the total balance. This is the maximum amount I can raise at this time through [mention source, e.g., assistance from family or sale of assets].

This offer is made on the condition that, upon receipt of the payment:

- The debt will be considered settled in full.
- You will release me from any further liability or obligation regarding this account.
- You will report the account to the credit bureaus as "Settled in Full" or "Paid as Agreed."
- All internal and external collection efforts will cease immediately.

If you accept this proposal, please provide a written agreement on company letterhead outlining these terms. Once I receive the written confirmation, I will issue the payment via [Payment Method] within [Number] business days.

Please note that this offer is valid until [Expiration Date]. I look forward to your response and to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]