

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

[Date]

[Creditor Name]
[Settlement Department]
[Creditor Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to express my desire to resolve the outstanding balance on the above-referenced account. Due to unexpected financial hardship, I am currently unable to meet the minimum monthly payment requirements.

My only source of income is a fixed monthly pension of \$[Amount]. After paying for essential living expenses such as housing, medication, and food, I have very little remaining. My financial situation is permanent, and I do not anticipate an increase in my income in the future.

I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This amount represents [Percentage]% of the current balance. This offer is being made possible through the assistance of [family/savings], and it is the maximum amount I can afford to pay.

This offer is contingent upon the following terms:

- The payment will be accepted as full and final satisfaction of the entire debt.
- The account will be reported to credit bureaus as "Settled in Full" or "Paid in Full."
- All future collection efforts, interest accrual, and late fees will cease immediately.

Please provide written confirmation of your acceptance of these terms. Once I receive your written agreement on company letterhead, I will issue the payment via [Certified Check/Money Order] within [Number] days.

Thank you for your time and for considering my financial circumstances.

Sincerely,

[Your Signature]

[Your Printed Name]