

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

[Date]

[Lender/Service Name]
[Debt Recovery Department]
[Address]
[City, State, Zip Code]

RE: Mortgage Settlement Offer

Account Number: [Your Account Number]
Property Address: [Full Property Address]

Dear [Contact Person or Department Name],

I am writing this letter to formally request a full and final settlement of the outstanding balance on the mortgage account referenced above. Currently, the total balance owed is \$[Total Balance Owed].

Due to [Briefly state hardship, e.g., loss of income, medical emergency], I am unable to pay the full balance. However, I have secured a lump sum and would like to offer a settlement payment of \$[Offer Amount] in exchange for the total discharge of the debt and the release of the lien on the property.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as full and final satisfaction of the debt.
- Your company will report the account as "Satisfied in Full" or "Paid as Agreed" to all credit reporting agencies.
- A formal satisfaction of mortgage or lien release will be recorded with the county within [Number] days of receiving the payment.

Please provide a written agreement confirming your acceptance of these terms. Once I receive the signed agreement, I will forward the funds via [Wire Transfer/Certified Check] immediately.

I look forward to resolving this matter. Please contact me at [Phone Number] if you wish to discuss this proposal further.

Sincerely,

[Your Signature]

[Your Printed Name]