

<Your Name>
<Your Address>
<Your Telephone>

<Date>

<Creditor's Name>
<Creditor's Address>

Dear Sir/Madam,

Re: <Account Number>

I'm writing this letter to open a negotiation on the debt for the account number provided above. After a period of financial hardship, I am currently working to address several unpaid debts I've acquired. However, I still have limited resources and may only be able to pay back some of what I owe.

With that in mind, I would like to propose to settle this debt for \$<amount proposed>. In return, I request that your company remove any late payments or charge-offs related to this account on my credit report.

If your company is willing to accept this offer, please prepare a settlement agreement, sign it and send it to me. Once I receive my signed copy of our agreement, I will pay the amount listed above as agreed.

Sincerely,

<Your signature>

<Print your name>