

Your Name  
Address  
City, State, Zip

Date

Creditor's Name  
(Name of Correct Department, if known)  
Address  
City, State, Zip

RE: Account number or reference number  
(Social Security Number, if needed)

To Whom this may concern: OR Dear Sir/Madam: OR Dear (include name if known):

I am writing this letter in regard to the above noted account. I have been experiencing a lengthy period of financial difficulty due to (state reason why: job loss, lay-off, illness, family problems), and I am unable to make my monthly payments to (name of company). I have considered bankruptcy, but would prefer to work out an agreeable settlement.

After reviewing my finances, I am proposing a settlement of (state the requested amount) of the (list amount owing) currently owed. I would also like to request the following conditions:

1. That my account be shown as "paid in full".
2. That any lawsuit filed against me be dismissed, and that no further legal action be taken with regards to the above noted account number.
3. That all negative listings related to the above noted account number be deleted from the three major credit bureaus: Equifax, Experian, TransUnion.

If you are willing to accept the offered amount and the terms proposed, I request that you sign the enclosed debt settlement agreement and return it to me at the address listed above.

Upon receipt of the signed agreement, I will immediately pay the settlement amount in full by cashier's check or money order. I sincerely hope that we can come to a favorable arrangement that will allow me to settle this account and avoid filing for bankruptcy.

I appreciate your time and consideration in this matter.

Sincerely,

*Your signature*

Your Name Printed