You’re Name: ----------------------

You’re Address: ---------------------

You’re 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: ------------------