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

[Creditor's/Debt Collector's Name]  
[Creditor's/Debt Collector's Address]  
[City, State, Zip Code]

Subject: Debt Settlement Offer for Account #[Account Number]

Dear [Creditor's/Debt Collector's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing regarding the account referenced above, which is currently with your agency. Due to unforeseen financial circumstances, I find myself unable to pay the full balance owed.

I would like to propose a settlement amount of [insert your offer amount] to resolve this matter. I believe this amount is fair given my financial situation, and I am hopeful that we can reach an agreement.

If you accept my offer, I would ask for written confirmation stating that the agreed settlement amount will resolve the debt in full and that you will report this account to the credit bureaus as "paid in full" or "settled in full," whichever is applicable.

I appreciate your understanding and consideration of my request. Please feel free to contact me at your convenience to discuss this proposal further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]