

## Request for debt payoff amount

To whom it may concern,

My account with your company, <account number> has fallen past due. Unfortunately, due to <reason for financial hardship>, I'm unable to maintain the original payment agreement and I'd like to propose a settlement offer to pay my debt without declaring bankruptcy.

For this reason, I'm contacting you and all my other creditors to offer a lump sum payment of <x%> of my total account balance. This payment can be made within <X days> of receiving your agreement.

If this proposal meets with your approval, please let me know and I'll have the agreement drawn up and sent to you.

Thank you,

<Name>

<Address>

<Account number>

## Request to restructure payment plan

To whom it may concern,

My account with your company, <account number> has fallen past due. Unfortunately, due to <reason for financial hardship>, I'm unable to maintain the original payment agreement and I'd like to propose a settlement offer to pay my debt without declaring bankruptcy.

For this reason, I'm reaching out to you and all my other creditors with an offer to restructure the account payment plan to <\$###> per month for <##> months, beginning in <month>.

If this proposal meets with your approval, please let me know and I'll have the agreement drawn up and sent to you.

Thank you,

<Name>

<Address>

<Account number>