

## Simple Sample Letter for Debt Settlement Negotiations

*If you plan to handle your debt settlement issues on your own, you will need to send out written notification to each creditor.*

**March 13, 2010** - [PRLog](#) -- Written statements of your intent and settlement offers must be sent by certified mail with return receipt. It is very important to keep a copy of each letter, original postal receipts, and the returned receipt with the creditor's signature.

Hector Milla Editor of the "Best Debt Settlement Services" website -- <http://www.BestDebtSettlementServices.com> -- pointed out;

“...To begin the debt settlement process, you must send out an initial settlement offer. This is also called an unsolicited offer. It is a good idea to type the letter and sign the bottom, as this indicates a willingness to address the debt in a professional manner. In this letter, you will propose that you pay a smaller amount of money than the original balance. Start your negotiations by offering 50% of the original balance. For example, if you owe \$2,000 on your ABC credit card, offer to pay \$1,000 to settle the debt in full...”

Here is a sample letter for this process:

Consumer's Name Today's Date

Consumer's Address

Consumer's Phone Number

Creditor's Name

Name of Correct Department

Creditor's Full Address

Dear Creditor,

I am contacting you today in regards to account number \_\_\_\_\_

After a lengthy time of financial hardship, I am now in a position to satisfy the debt under the aforementioned account number. I would like to ask for your cooperation in helping to resolve this debt. I am putting forth a sincere effort to settle my debts and pay them off.

I would like to propose a full payment toward this debt in the amount of \$ \_\_\_\_\_. I propose that this amount be accepted as payment in full of the aforementioned debt. In addition, I would like to request that all late payment remarks or charge-offs be removed from my credit bureau reports.

I am currently working cooperatively with several additional creditors for debt settlement purposes, and therefore, my funds are limited. For this reason, I have chosen to settle those debts which can be satisfied through settlement proposals, such as I am proposing to you today.

A couple of my creditors have already made acceptable settlements with me. I would like to include this debt among the paid account. If the above proposal is acceptable, I will pay the agreed upon balance in full.

Please sign the bottom of this agreement. Please keep the original for your records and send me a copy of the signed document. Upon receipt of the signed agreement, I will send you the agreed upon funds via money order in a timely fashion.

Yours truly,

Consumer's Signature

Consumer's Printed Name

Date

Further Information By Visiting; <http://www.BestDebtSettlementServices.com>

--- End ---

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