

Debt Settlement Offer Letter

Subject: Settlement Offer for Your Loan

Dear [Recipient's Name],

We recognize that you have been unable to repay the full loan amount of [amount]. To resolve this matter amicably, we are willing to accept a one-time payment of [settlement amount] as full and final settlement, provided it is made by [settlement deadline].

This offer will relieve you of any further obligations on this account and will prevent legal escalation. Please confirm in writing if you agree to this settlement so we can provide the necessary payment instructions.

This is a limited-time opportunity, and we encourage you to act promptly.

Sincerely,

[Your Name]

[Your Position]

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