

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

[Date]

[Lender/Service Name]
[Settlement Department Address]
[City, State, Zip Code]

RE: Settlement Offer for Mortgage Account #[Your Account Number]

To Whom It May Concern,

I am writing to formally propose a one-time settlement for the defaulted mortgage account referenced above. Due to [briefly mention hardship, e.g., medical issues/unemployment], I am unable to pay the full outstanding balance of \$[Total Amount Owed].

I am prepared to offer a lump-sum payment of \$[Offer Amount] as full and final satisfaction of this debt. This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as "Paid in Full."
- The lender agrees to release the lien on the property located at [Property Address] upon receipt of funds.
- The lender agrees to report the account status as "Settled" or "Paid as Agreed" to all major credit bureaus.
- All late fees, interest, and legal penalties associated with this default will be waived.

This offer is valid until [Expiration Date]. Please provide a written agreement confirming your acceptance of these terms. Once I receive the signed agreement, I will remit the funds via [wire transfer/certified check] within [Number] business days.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]