

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

[Date]

[Lienholder Name]
[Lienholder Address]
[City, State, Zip Code]

RE: Offer for Full and Final Settlement of Account

Account Number: [Your Account Number]

Property Address: [Address of the Property]

To Whom It May Concern,

I am writing to discuss the outstanding junior lien held by [Lienholder Name] on the property referenced above. I am currently experiencing financial hardship due to [Briefly state reason, e.g., loss of income, medical bills, or intent to sell/short sale].

Based on current market valuations, the property's value is approximately \$[Estimated Value]. The primary mortgage balance is \$[First Mortgage Balance]. Consequently, your junior lien is currently [partially/fully] unsecured.

I would like to propose a one-time, lump-sum payment of \$[Offer Amount] in exchange for a full release of the lien and the reporting of this account as "settled in full" to all credit bureaus. This offer is intended to settle the debt completely and terminate any further obligations.

Please review this proposal and provide a written response by [Date]. If accepted, I can remit payment within [Number] days of receiving your signed acceptance of these terms.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]