

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Creditor Name]

[Contact Person Name]

[Creditor Address]

[City, State, Zip Code]

**RE: Letter of Intent for Out-of-Court Debt Restructuring - Account No: [Your Account Number]**

Dear [Contact Person Name or Accounts Department],

I am writing to formally express my intent to enter into negotiations for an out-of-court restructuring of the outstanding debt currently owed to [Creditor Name].

Due to [briefly state reason, e.g., unexpected financial hardship, market downturn, or liquidity issues], I am currently unable to meet the existing payment terms. However, I remain committed to fulfilling my financial obligations and believe that a voluntary restructuring plan is in the best interest of both parties to avoid formal insolvency proceedings or litigation.

I propose the following preliminary terms for discussion:

- A revision of the current payment schedule.
- A reduction in the interest rate or waiver of late fees.
- [Optional: A partial lump-sum settlement or extended maturity date].

In support of this request, I am prepared to provide full disclosure of my current financial position, including income statements, balance sheets, and cash flow projections, subject to a confidentiality agreement.

Please let me know a convenient time to discuss this proposal further or if you require specific documentation to begin the evaluation process. I look forward to reaching a mutually beneficial agreement.

Sincerely,

[Your Signature]

[Your Printed Name/Title]