

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Compromise Offer for Balance on Protection Agreement - [Account/Agreement Number]

Dear [Recipient Name],

I am writing to discuss the outstanding balance of \$[Amount] currently owed under the protection agreement for [Product/Service Name].

Due to unexpected financial difficulties, I am currently unable to pay the full balance as scheduled. However, I value our professional relationship and wish to resolve this matter amicably and promptly.

I would like to propose a compromise to settle the account. I am prepared to offer a one-time lump sum payment of \$[Offer Amount] as full and final settlement of the remaining balance. If accepted, I can make this payment by [Date].

Alternatively, if a lump sum is not acceptable, I would like to request a restructured payment plan of \$[Monthly Amount] per month until a total negotiated amount of \$[Total Negotiated Amount] is reached.

Please let me know if either of these options is acceptable to you, or if you would like to discuss a different arrangement. I look forward to receiving your written response regarding this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]