

LOAN STATEMENT LETTER SAMPLE

Johanes J. Baxter
1000 Main Street
Anytown, USA 00001
(999) 888-7777

Ms. Annie Queens
Capricious Credit, Inc.
1 Abyss Avenue, Suite 390
Nowhere, USA 90001
(444) 555-6666

February 1, 2021

Re: Account #1234567890-X

Dear Ms. Annie,

In regard to the above-referenced debt, I wish to propose settling the account for a reduced amount. It is not possible for me to pay the full debt, due to my recent (job loss, medical event, divorce, business failure, death of a loved one, etc.).

I understand the importance of settling my obligations, and I propose to settle the debt for \$XXX. Please accept this amount in full satisfaction of the entire balance, and report the account as paid with each of the three major credit bureaus, Experian, Equifax and TransUnion.

If you agree to this arrangement, please prepare and mail a letter of acceptance to me. Upon receipt of your letter of acceptance, I will immediately forward payment for the agreed-upon amount.

Sincerely,

Johanes J. Baxter