

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Request for Compromise on a Debt

Dear :

I am writing in reference to account # . I have reviewed the account and I am requesting a compromise regarding this debt.

Please contact me at your earliest convenience regarding this matter.

Sincerely,

N A M E