To, Date: \_\_\_\_\_\_\_\_\_\_

The Branch Manager,

**[Name of the Bank]**

**[Branch]**

**[Address of the Bank]**

Account Number **[insert the account number]**

Dear Sir/Madam,

I am writing to you regarding settlement of my account [ **Insert Account No.**] and would request you to send me a quote.

I am unable to repay this amount in full due to [ **explain your current circumstances that prevent you from repaying this debt in full to ensure the creditor understands your situation** ] Having said that, I can instead offer the total amount of Rs **[ insert the amount you are able to pay ].**

If this is accepted, you agree that no further action can be taken against myself to enforce or collect this debt and that I will be released from all liability. Please also ensure that you will mark my credit reference agency file to show that you have accepted the above amount as the full and final settlement and the account is closed.

I would be able to pay the agreed amount I have offered within [ **insert length of time within which you can pay ]** once you have accepted my offer and I have received written agreement of this.

Yours faithfully,

[**Your full name**]