

To Whom It May Concern:

My account with you is account number: _____. Because I am currently incarcerated (Case Number: _____ in the _____ Court; Inmate Number _____ at the _____ [institution name]), I am unable to pay the amount owed. My sentence is for _____ months, of which I have served _____ so far, so I am not expecting to be released until _____.

Would you accept a partial settlement payment in satisfaction of debt now, instead of waiting for payment in the future (assuming I am re-employable and sufficient funds to resume payment at that indefinite future time)? I have \$_____, and only such amount, that I could pay currently.

If you are unable to settle my account on a final basis at this time, please let me know if you will forbear from collection efforts until after I am released and reemployed. I would also ask if you would freeze the accrual of interest.

Please respond to this address:

Sincerely,

_____ (Printed name as it appears on your bill)

_____ (Account number)

_____ (Signature)