

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

[Date]

[Name of Credit Card Company/Collection Agency]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

Re: Settlement Offer for Account #[Your Account Number]

To Whom It May Concern,

I am writing to discuss the outstanding balance on the above-referenced account. Due to unexpected financial hardship, I am currently unable to pay the full balance of \$[Total Amount Owed].

In an effort to resolve this matter, I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This offer represents [Percentage]% of the current balance.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as payment in full for the account.
- Your company agrees to waive all remaining principal, interest, and fees.
- Your company agrees to report the account to all credit bureaus as "Settled in Full" or "Paid in Full."
- The debt will be considered legally satisfied, and no further collection actions will be taken.

Please provide a written response within [Number of Days, e.g., 15] days of receiving this letter. If you agree to these terms, please send a formal agreement on company letterhead confirming that this payment will satisfy the debt in full.

Once I receive the written agreement, I will remit the payment via [Payment Method, e.g., Certified Check] within [Number of Days] business days.

Thank you for your time and consideration of this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]