

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

[Name of Creditor/Collection Agency]
[Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing regarding the above-referenced account, which has been charged off. I am currently experiencing financial hardship and am unable to pay the full balance of \$[Total Amount Owed].

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This offer is made in exchange for the following conditions:

- The payment of \$[Offer Amount] will be accepted as payment in full.
- You agree to discharge any remaining balance and release me from further liability regarding this account.
- You agree to report the account status as "Paid in Full" or "Settled in Full" to all credit reporting agencies.
- No negative information regarding this settlement will be reported further after the payment is received.

If you accept these terms, please send a written agreement on your company letterhead confirming that this payment will satisfy the entire debt. Once I receive the written confirmation, I will issue the payment via [Method of Payment].

Please respond to this offer within [Number of Days] days.

Sincerely,

[Your Signature]
[Your Printed Name]