

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

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

**Re: Account Number [Your Account Number]**

Dear [Name of Contact Person or Department],

I am writing in response to your recent correspondence dated [Date of their letter] regarding the outstanding balance on the above-referenced account.

I am currently experiencing financial hardship and am unable to pay the full amount of \$[Total Debt Amount] or the settlement amount you previously proposed. However, I am committed to resolving this debt and would like to offer a counter-settlement.

I am offering a one-time, lump-sum payment of \$[Your Offer Amount] as full and final settlement of this debt. This offer is contingent upon the following terms:

- The payment of \$[Your Offer Amount] will be accepted as payment in full for the account.
- Your company agrees to release me from any further liability or obligation regarding this debt.
- Your company agrees to report the account to all credit bureaus as "Paid in Full" or "Settled in Full."
- No further collection efforts will be made against me once the payment is received.

If these terms are acceptable, please provide a written agreement signed by an authorized representative of your company confirming this arrangement. Once I receive the signed agreement, I will send the payment via [Certified Check/Money Order] within [Number] business days.

Please note that this offer is valid until [Expiration Date]. I look forward to resolving this matter quickly.

Sincerely,

[Your Signature]

[Your Printed Name]