

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

[Date]

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

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

Dear [Contact Person or Department Name],

I am writing regarding the above-referenced account. 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 represents [Percentage]% of the current balance.

If you accept this proposal, please provide a written agreement stating that:

- The payment of \$[Offer Amount] will be accepted as payment in full for the debt.
- The account will be marked as "Closed" and "Paid in Full" or "Settled in Full."
- Your company will cease all collection activities and report the updated status to the credit bureaus.
- The remaining balance will be forgiven and I will have no further obligation regarding this account.

Once I receive this agreement in writing on your company letterhead, I will send the funds via [Money Order/Certified Check/Electronic Transfer] within [Number] business days.

Please note that this offer is made for settlement purposes only and is not an admission of the validity of the debt. This offer will expire on [Expiration Date].

I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]