

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

[Date]

[Name of Creditor or Collection Agency]
[Contact Person, if known]
[Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Dear [Name of Contact Person or Debt Department],

I am writing to you regarding the outstanding balance of \$[Total Amount Owed] on the above-referenced account. I would like to offer a settlement to resolve this debt in full.

Due to financial hardship, I am unable to pay the full balance at this time. I am proposing to settle this account for the total sum of \$[Settlement Amount]. I propose to pay this settlement amount in [Number] monthly installments of \$[Monthly Payment Amount] each.

If you accept this offer, the payments will be made on the [Day of the month, e.g., 1st or 15th] of each month, starting on [Start Date].

This offer is contingent upon the following conditions:

- The proposed settlement amount will be accepted as payment in full for the debt.
- Upon completion of the final payment, you will report the account to all credit bureaus as "Settled in Full," "Paid as Agreed," or "Account Closed/Settled."
- All collection activity, interest accrual, and late fees will cease upon acceptance of this agreement.

Please provide a written agreement confirming your acceptance of these terms. Once I receive the signed agreement, I will begin the installment payments as scheduled.

Sincerely,

[Your Signature]
[Your Printed Name]