

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

[Date]

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

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

To Whom It May Concern,

I am writing this letter regarding the outstanding balance on the above-referenced account. Currently, the records show a total balance of \$[Total Amount Owed].

Due to financial hardship, I am unable to pay the full amount of this debt. However, I am prepared to offer a one-time, lump-sum payment of \$[Offer Amount] to settle this account in full. This amount represents approximately [Percentage]% of the current balance.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as full and final settlement of the debt.
- Your company agrees to waive all remaining principal, interest, and fees.
- Your company will report this account to the credit bureaus as "Settled in Full" or "Paid in Full."
- Upon receipt of the payment, you will cease all collection activities and release me from any further liability regarding this account.

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

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

Sincerely,

[Your Signature]
[Your Printed Name]