

[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: 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 would like to resolve this debt in full.

The current balance on this account is \$[Total Amount Owed]. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This offer is made in exchange for a formal agreement that the account will be marked as "settled in full" or "paid in full" with all major credit bureaus and that no further collection efforts will be pursued.

If you accept this proposal, please send a written letter on company letterhead confirming that this amount will be accepted as a full settlement of the debt. Once I receive the written agreement, I will issue the payment via [Payment Method, e.g., Certified Check].

Please note that this offer is valid for [Number of Days, e.g., 14] days from the date of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]