

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

[Date]

[Creditor Name]
[Settlement Department]
[Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to discuss a settlement regarding the outstanding balance on the above-referenced credit card account. Due to unexpected financial hardship, I am unable to pay the full balance of \$[Current Balance].

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 total balance currently owed.

If you accept this offer, I require a written agreement stating that:

- The payment of \$[Offer Amount] will be accepted as payment in full for the account.
- The account will be closed and marked as "settled" or "paid in full" with no remaining balance.
- All negative reporting to credit bureaus regarding this account will cease, and the status will be updated accordingly.
- No further collection efforts will be pursued against me for this debt.

Upon receipt of your written acceptance of these terms on company letterhead, I will issue the payment via [Payment Method, e.g., Certified Check] within [Number] business days.

Please respond to this offer by [Expiration Date]. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]