

**Date:** [Date]

**To:**

[Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**From:**

[Company Name]  
[Company Address]  
[Contact Phone Number]

**RE: Notice of Unpaid Debt and Recovery Options**

**Account Number:** [Account Number]

**Outstanding Balance:** \$[Amount]

Dear [Debtor Name],

This letter is to formally notify you regarding the outstanding balance on your account with [Company Name]. Please be advised that your account has been classified as a "Charge-Off" due to non-payment. However, you remain legally responsible for the full amount of this debt.

The status of "Charge-Off" has been reported to the credit bureaus, which may negatively impact your credit score and your ability to secure future credit, housing, or employment. We would like to offer you an opportunity to resolve this matter before further recovery actions are taken.

We are prepared to offer the following options to settle your obligation:

- **Lump Sum Settlement:** Pay a reduced amount of \$[Settlement Amount] by [Date] to satisfy the debt in full.
- **Payment Plan:** Monthly installments of \$[Amount] starting on [Date] until the balance is cleared.

Once the agreed-upon payment is received, we will update your account status with the credit reporting agencies to reflect that the debt has been "Paid" or "Settled in Full."

Please contact our Recovery Department at [Phone Number] or visit [Website] to make a payment or discuss these options. If we do not hear from you by [Deadline Date], we may refer this account to an external collection agency or pursue legal remedies available to us.

Sincerely,

[Name/Signature]  
[Title]  
[Company Name]