

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

[Date]

[Bank or Collection Agency Name]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Settlement Offer for Overdraft Protection Arrears

Account Number: [Your Account Number]

To Whom It May Concern,

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

Due to unexpected financial hardship, I am unable to pay the full balance at this time. However, I would like to resolve this matter amicably. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as full satisfaction of the entire debt.
- Your institution will waive all remaining interest, late fees, and penalties.
- The account will be reported to credit bureaus as "Settled in Full," "Paid as Agreed," or similar positive status.
- Upon receipt of the funds, you will cease all collection activities and provide written confirmation that the account is closed with a zero balance.

Please note that this offer is not an admission of liability, but an attempt to settle the account. This offer is valid for [Number of Days] days from the date of this letter.

If you agree to these terms, please send me a formal letter of acceptance on your company letterhead. Once I receive that written confirmation, I will issue the payment via [Certified Check/Electronic Transfer] immediately.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]