

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Bank Department, e.g., Collections Department]
[Bank Address]

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

To Whom It May Concern,

I am writing to discuss the outstanding overdraft balance on my account referenced above. Currently, the balance stands at \$[Total Amount Owed].

Due to unexpected financial hardship caused by [briefly state reason, e.g., medical expenses or unemployment], I am unable to pay the full balance at this time. However, I am committed to resolving this debt and would like to propose a one-time settlement.

I am offering a lump-sum payment of \$[Amount You Can Pay] as a full and final settlement of this debt.

If you accept this offer, I request that:

- The remaining balance is forgiven and the account is considered paid in full.
- Any negative reporting to credit bureaus (such as ChexSystems or Experian) regarding this account be updated to reflect that the debt has been "Satisfied" or "Paid in Full."
- I receive a written agreement confirming these terms before I send the payment.

Please let me know if this offer is acceptable. I can make the payment via [mention payment method, e.g., cashier's check] immediately upon receipt of your written acceptance.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]