

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Approval of Debt Settlement Agreement - Account Number: [Account Number]

Dear [Debtor Name],

This letter serves as formal notification that [Your Company Name] has officially approved the debt settlement proposal regarding the above-referenced account.

The agreed-upon terms are as follows:

- **Current Outstanding Balance:** \$[Amount]
- **Settlement Amount:** \$[Amount]
- **Payment Due Date:** [Date]

Upon receipt and clearing of the settlement payment of \$[Amount] by the specified due date, [Your Company Name] will consider the debt settled in full. We will release you from any further financial obligation regarding this specific account and will update our records accordingly.

Please ensure the payment is made via [Accepted Payment Method, e.g., Certified Check/Wire Transfer] and sent to the address listed at the top of this letter.

Failure to remit the agreed payment by the due date will render this settlement agreement void, and the full outstanding balance will remain due immediately.

Sincerely,

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