

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

[Date]

[Creditor or Collection Agency Name]  
[Contact Person, if known]  
[Address]  
[City, State, Zip Code]

**RE: Account Number: [Your Full Account Number]**

To Whom It May Concern,

I am writing to you regarding the outstanding balance on the above-referenced credit card account. I am currently experiencing severe financial hardship due to [mention brief reason, e.g., unemployment, medical emergency], which has made it impossible for me to pay the full balance of \$[Total Amount Owed].

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] in exchange for the full and final settlement of this debt. This offer represents [Percentage]% of the current balance. This is the maximum amount I can afford at this time.

By accepting this offer, [Creditor Name] agrees to the following terms:

- The payment of \$[Offer Amount] will be accepted as payment in full.
- The account will be closed and the remaining balance will be forgiven.
- The account will be reported to the credit bureaus as "Settled in Full" or "Paid as Agreed."
- All collection activities and interest charges related to this account will cease immediately.

If you accept these terms, please send me a written agreement on your company letterhead confirming this settlement. Once I receive the written agreement, I will send the payment via [Certified Check/Money Order/Wire Transfer] within [Number] days.

Please note that this offer is valid for [Number] days from the date of this letter. I look forward to resolving this matter quickly.

Sincerely,

[Your Signature]  
[Your Printed Name]