

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

[Date]

[Name of Contact Person at Creditor/Collection Agency]  
[Name of Creditor/Collection Agency]  
[Address]  
[City, State, Zip Code]

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

Dear [Name of Contact Person or Debt Department],

I am writing to you regarding my outstanding balance of \$[Total Balance Amount]. I am currently experiencing severe financial hardship due to [mention reason, e.g., job loss, medical emergency, or divorce]. As a result, I am unable to pay the full balance of this debt.

I value my credit standing and wish to resolve this matter. I am prepared to offer a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This amount represents [Percentage]% of the current balance.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as full satisfaction of the debt.
- Your company will waive all remaining interest, penalties, and fees.
- The account will be reported to the credit bureaus as "Settled in Full" or "Paid in Full."
- Upon receipt of the payment, your company will release me from any further liability or legal action regarding this account.

If you accept these terms, please send me a written agreement on your company letterhead confirming this settlement. Once I receive the written confirmation, I will issue the payment via [mention payment method, e.g., cashier's check] within [Number] days.

Please note that this offer is valid until [Expiration Date]. I look forward to your prompt response to resolve this issue.

Sincerely,

[Your Signature]  
[Your Printed Name]