

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

[Date]

[Name of Debt Collector/Creditor]
[Collection Agency Name]
[Address]
[City, State, Zip Code]

Re: Settlement Offer for Account Number: [Your Account Number]

Dear [Contact Person or Collections Department],

I am writing regarding the debt associated with the account number listed above. I am currently experiencing financial hardship and am unable to pay the full balance of \$[Total Balance Owed].

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] to settle this account in full. This offer represents approximately [Percentage]% of the total balance. This is the maximum amount I can afford to pay at this time.

Acceptance of this payment shall serve as full and final satisfaction of the debt. Upon receipt of this payment, you agree to:

- Mark the account as "Paid in Full" or "Settled in Full."
- Cease all further collection activities regarding this account.
- Update the status of this account with all credit reporting agencies to reflect that the account has been satisfied.

Please provide a written agreement confirming your acceptance of these terms on your company letterhead. Once I receive the written confirmation, I will issue the payment via [Payment Method, e.g., Cashier's Check/Money Order].

This offer is valid until [Expiration Date]. If I do not receive your written acceptance by this date, the offer will be withdrawn.

Sincerely,

[Your Signature]

[Your Printed Name]