

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

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

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

Dear [Contact Person or Claims Department],

I am writing regarding the debt associated with the above-referenced account. I acknowledge that I owe a balance; however, I am currently experiencing financial hardship and am unable to pay the full amount of \$[Total Amount Owed].

I would like to offer a one-time lump sum payment of \$[Settlement Amount] to settle this debt in full. This offer is made as an attempt to resolve this matter amicably.

If you accept this offer, please provide a written agreement stating that:

- The payment of \$[Settlement Amount] will be accepted as full and final settlement of the debt.
- Upon receipt of payment, the account will be reported to the credit bureaus as "Settled in Full" or "Paid in Full."
- All further collection activity will cease.
- The remaining balance will be waived and forgiven.

Once I receive this written confirmation on your company letterhead, I will send the funds via [Certified Check/Money Order] within [Number of Days, e.g., 5] business days.

Please respond to this offer by [Date].

Sincerely,

[Your Signature]  
[Your Printed Name]