

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

[Name of Creditor or Collection Agency]  
[Department, if applicable]  
[Address]  
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing regarding the above-referenced account to offer a formal settlement for the outstanding balance. I am currently experiencing financial hardship and am unable to pay the full balance of \$[Enter Total Balance Owed].

I would like to offer a one-time, lump-sum payment of \$[Enter Offer Amount] in exchange for the full satisfaction of the debt and a "paid in full" status on my credit report. This amount represents a reduction of the principal balance.

By accepting this offer, you agree to the following terms:

- The payment of \$[Enter Offer Amount] will be accepted as full and final settlement of the debt.
- No further collection activity will be pursued against me for this account.
- The account will be reported to the credit bureaus as "Paid in Full" or "Settled in Full."
- Any remaining balance will be waived and forgiven.

If these terms are acceptable, please provide a written agreement signed by an authorized representative on company letterhead. Once I receive the written confirmation, I will issue the payment via [Certified Check/Money Order] within [Number] business days.

I look forward to hearing from you and resolving this matter quickly.

Sincerely,

[Your Signature]

[Your Printed Name]