

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

[Date]

[Creditor Name]
[Creditor Address]
[City, State, Zip Code]

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

Dear [Name of Contact Person or Department],

This letter is in reference to the outstanding balance of \$[Total Amount Owed] currently owed by [Your Company Name] on the above-referenced account.

Due to [briefly mention reason, e.g., current financial constraints or business restructuring], we are reaching out to propose a formal settlement of this debt. We would like to offer a one-time, lump-sum payment of **\$[Offer Amount]** as full and final satisfaction of the total debt.

Upon your acceptance of this offer, [Your Company Name] will issue payment within [Number] business days. Our acceptance is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as payment in full for the account.
- All further collection activities will cease immediately.
- Your company will report the account as "Settled" or "Paid in Full" to all applicable credit reporting agencies.
- [Your Company Name] will be released from any further liability regarding this specific debt.

Please confirm your acceptance of this proposal by signing and returning a copy of this letter or by providing a formal settlement agreement on your corporate letterhead. This offer is valid until [Expiration Date].

We look forward to resolving this matter amicably.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acceptance of Settlement Offer

The undersigned, authorized representative of [Creditor Name], hereby accepts the settlement offer outlined above.

Signature: _____ Date: _____

Name: _____ Title: _____