

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

[Date]

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

RE: Account Number: [Your Account Number]

To Whom It May Concern,

I am writing this letter to formally propose a settlement for the debt associated with the account number mentioned above. Currently, I am experiencing significant financial hardship and am unable to pay the full balance of [Total Amount Owed].

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] to settle this account in full. This amount represents [Percentage]% of the total balance. This offer is made in an attempt to resolve this matter amicably and avoid further collection efforts.

This offer is contingent upon the following conditions:

- This payment will be accepted as full and final settlement of the debt.
- Upon receipt of payment, the account will be updated to show a status of "Settled in Full" or "Paid in Full."
- All negative reporting to credit bureaus regarding this account will be stopped or updated accordingly.
- You agree to cease all further collection activities and waive any remaining balance, interest, or fees.

Please provide a written agreement on your company letterhead confirming your acceptance of these terms. Once I receive the written confirmation, I will send the payment via [Certified Check/Money Order] within [Number] days.

Thank you for your time and consideration of this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]