

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

[Date]

[Name of Creditor or Collection Agency]
[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, which has been charged off. I am interested in resolving this debt in full and am offering a one-time, lump-sum settlement payment of \$[Insert Amount] to satisfy the entire balance of \$[Insert Total Current Balance].

This offer is contingent upon the following terms:

- The payment of \$[Insert Amount] will be accepted as payment in full for the debt.
- Your company will waive all remaining interest, fees, and penalties.
- Your company will mark the account as "Satisfied," "Paid in Full," or "Settled in Full" with all credit reporting agencies.
- This agreement does not constitute an admission of liability but is an attempt to resolve a disputed or delinquent debt.

If you agree to these terms, please send a formal letter on your company's letterhead confirming the acceptance of this settlement. Upon receipt of that written confirmation, I will issue payment via [Insert Payment Method, e.g., Certified Check] within [Insert Number] business days.

This offer is valid for [Insert Number] days from the date of this letter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]