

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

[Date]

[Creditor/Collection Agency Name]
[Representative Name or Department]
[Address]
[City, State, Zip Code]

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

Dear [Contact Person Name],

This letter serves as formal confirmation of our agreement reached on [Date] regarding the settlement of the above-referenced credit card account. It is my understanding that [Creditor/Agency Name] has agreed to accept a total sum of \$[Settlement Amount] as full and final payment of the outstanding balance.

As per our agreement, I am enclosing [Number] postdated checks as outlined below:

- Check #[Number] dated [Date] for \$[Amount]
- Check #[Number] dated [Date] for \$[Amount]
- Check #[Number] dated [Date] for \$[Amount]

By accepting and depositing these checks, [Creditor/Agency Name] agrees to the following terms:

1. The total settlement amount of \$[Settlement Amount] will satisfy the debt in its entirety.
2. No further collection efforts will be pursued against me regarding this account.
3. The account will be reported to the credit bureaus as "Settled in Full," "Paid in Full," or "Settled for less than the full balance."
4. All interest charges and late fees will cease as of the date of this agreement.

Please sign the enclosed copy of this letter and return it to me at the address listed above to acknowledge your acceptance of these terms and receipt of the postdated checks.

Sincerely,

[Your Signature]

[Your Printed Name]

Creditor Acceptance:

Authorized Signature: _____ Date: _____

Printed Name and Title: _____