

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

[Date]

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

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

Dear [Name of Contact Person or Department],

I am writing regarding the outstanding balance on the above-referenced account. Due to unexpected financial hardship, I am currently unable to pay the full balance of \$[Total Balance Owed].

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] to settle this account in full. This amount represents approximately [Percentage]% of the total balance.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as full and final settlement of the debt.
- You agree to report the account to all credit bureaus as "Paid in Full" or "Settled in Full."
- You agree to cease all collection activities and waive any remaining balance and interest.
- No further legal action will be taken regarding this account.

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

If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]