

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

[Name of Collection Agency/Institution]
[Department Name]
[Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing this letter regarding the educational debt I owe to [Original Institution Name], which is currently being managed by your office. The current balance on this account is stated as \$[Total Amount Owed].

Due to financial hardship, I am unable to pay the full balance at this time. However, I would like to resolve this matter amicably. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as payment in full for the debt.
- Your company agrees to waive all remaining principal, interest, and collection fees.
- Your company agrees to report this account as "Paid in Full" or "Settled in Full" to all credit reporting agencies.
- You will provide a written agreement confirming these terms before I send the payment.

Please note that this letter is not an acknowledgment of the validity of the debt, but an effort to settle a disputed claim. This offer will remain valid until [Expiration Date].

I look forward to receiving your written acceptance of this offer. Please send all correspondence to the address listed above.

Sincerely,

[Your Signature]
[Your Printed Name]