

**Date:** [Insert Date]

**Recipient Name:** [Insert Debtor Name]

**Address:** [Insert Street Address]

**City, State, Zip:** [Insert City, State, Zip]

**Re: FINAL SETTLEMENT DEMAND BEFORE ACCOUNT CHARGE-OFF**

**Account Number:** [Insert Account Number]

**Total Balance Due:** \$[Insert Total Amount]

Dear [Insert Debtor Name],

This letter serves as formal notice regarding your past-due account. Despite previous attempts to resolve this matter, your balance remains unpaid. Your account is now at risk of being classified as a "Charge-Off."

A charge-off is a serious negative mark on your credit report that may remain for up to seven years, significantly impacting your ability to obtain future credit, housing, or employment.

**Final Settlement Offer:**

In a final effort to resolve this debt amicably, we are prepared to accept a one-time settlement payment of \$[Insert Settlement Amount] to consider this account "Settled in Full."

To take advantage of this offer and prevent the charge-off status, we must receive your payment by [Insert Deadline Date].

**Payment Instructions:**

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mail: Send check or money order to [Insert Payment Address]

If payment is not received by the deadline stated above, we will proceed with the charge-off process and may refer your account to an outside collection agency or pursue further legal remedies as permitted by law.

Please contact our office immediately at [Insert Phone Number] if you wish to discuss this offer or arrange payment.

Sincerely,

[Your Name/Department Name]

[Company Name]