

Date: [Insert Date]

To:

[Recipient Name/Department]

[Company Name]

[Street Address]

[City, State, Zip Code]

From:

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

RE: Account Number: [Insert Account Number]

Dear [Name of Contact Person or Collections Department],

This letter serves as a formal proposal to resolve the outstanding balance on the above-referenced account. As of the date of this letter, the total balance owed is \$[Insert Total Amount].

I am offering a one-time, final settlement payment of \$[Insert Settlement Amount] to resolve this account in full. This offer is made as a good-faith effort to reach a mutual agreement and avoid further collection actions or legal proceedings.

This settlement offer is contingent upon the following conditions:

- The payment of \$[Insert Settlement Amount] will be accepted as full and final satisfaction of the entire debt.
- Your company agrees to release me from any further liability regarding this account.
- The account status will be reported to all relevant credit bureaus as "Settled in Full," "Paid as Agreed," or "Account Closed - Paid in Full."
- All collection efforts, including phone calls and written correspondence, will cease immediately upon receipt of the settlement payment.

Please provide written confirmation of your acceptance of these terms within [Insert Number, e.g., 10] business days. Upon receipt of your written acceptance on company letterhead, I will issue payment via [Insert Payment Method, e.g., Certified Check/Wire Transfer].

If this offer is not accepted by [Insert Expiration Date], it will be considered withdrawn. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]