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

[Date]

[Creditor Name]
[Creditor Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to formally notify you that [Business Name] is permanently closing its operations due to severe financial hardship. As a result of this closure, the business is unable to meet its full financial obligations to its creditors.

Currently, the total outstanding balance on the aforementioned account is $[Total Amount Owed]. Due to the liquidation of assets and lack of ongoing revenue, I am offering a one-time, lump-sum payment of $[Offer Amount] as full and final settlement of this debt. This amount represents the maximum funds available for your account during this wind-down process.

If you accept this offer, please provide a written agreement stating that the payment of $[Offer Amount] will be accepted as "Paid in Full" and that all further collection efforts will cease. Furthermore, I request that you report this account as "Settled in Full" or "Paid as Agreed" to the credit reporting agencies.

Upon receipt of your written acceptance of these terms, I will forward the payment via [Certified Check/Wire Transfer] within [Number] business days.

Please understand that if this settlement cannot be reached, the business may be forced to pursue formal insolvency proceedings, which may result in a significantly lower recovery, if any, for unsecured creditors.

Thank you for your time and cooperation in this matter. I look forward to your response by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Role]