

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

[Creditor/Collection Agency Name]
[Settlement Department Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Dear [Contact Person or Department Name],

I am writing this letter to express my desire to resolve my outstanding debt with your company. Due to my recent divorce, I am experiencing significant financial hardship. My financial situation has changed drastically as a result of the legal costs, the division of assets, and the transition to a single-income household.

Because of these circumstances, I am unable to pay the full balance of \$[Total Amount Owed]. I am, however, committed to settling this debt and am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this account.

If you accept this offer, I request that you agree to the following terms:

- The payment of \$[Offer Amount] will be accepted as payment in full for the debt.
- Your company will waive any remaining balance, interest, or fees.
- The account will be reported to the credit bureaus as "Settled in Full" or "Paid in Full."
- All further collection activities will cease immediately.

Please provide a written agreement confirming your acceptance of these terms. Once I receive the written confirmation, I will send the funds via [Money Order/Certified Check] within [Number] days.

I look forward to resolving this matter promptly. If you need to discuss this offer, I can be reached at the phone number listed above.

Sincerely,

[Your Signature]
[Your Printed Name]