

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

[Date]

[Name of Contact Person]
[Name of Creditor/Collection Agency]
[Address]
[City, State, Zip Code]

RE: Settlement Offer for Account [Account Number]

To whom it may concern,

I am writing to discuss the outstanding balance on the above-referenced account. Due to a recent death in my immediate family, I am experiencing significant financial hardship and am currently unable to meet the original payment terms of this debt.

The funeral expenses and the loss of household income have left me in a position where I must settle my debts for less than the full balance to avoid bankruptcy. I am committed to resolving this matter and am offering a one-time, lump-sum payment of \$[Amount] as full and final settlement of this account.

If you accept this offer, I request a written agreement stating that:

- The payment of \$[Amount] will be accepted as payment in full.
- The account will be reported as "Settled" or "Paid in Full" to all credit bureaus.
- All further collection activity will cease immediately.
- The remaining balance will be legally forgiven.

Please respond in writing within [Number] days to confirm your acceptance of these terms. Once I receive your written confirmation, I will issue the payment via [Certified Check/Money Order].

Thank you for your understanding and cooperation during this difficult time.

Sincerely,

[Your Signature]
[Your Printed Name]