

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

[Date]

[Creditor or Collection Agency Name]
[Company Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to you regarding the balance due on the above-referenced account. I am currently experiencing severe financial hardship due to [mention brief reason, e.g., unemployment, medical emergency, or loss of income].

Because of my current financial situation, I am unable to pay the full balance of \$[Total Amount Owed]. However, I have been able to secure a one-time sum of money and would like to offer a lump-sum payment of \$[Offer Amount] to settle the debt in its entirety.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as full and final settlement of the debt.
- You agree to waive all remaining interest, penalties, and fees.
- You agree to report this account to the credit bureaus as "Settled in Full" or "Paid in Full."
- You agree to cease all collection activities and legal actions regarding this account once payment is received.

Please provide a written agreement confirming your acceptance of these terms. Once I receive the signed agreement on your company letterhead, I will send the payment via [mention payment method, e.g., certified check] within [Number] business days.

I look forward to resolving this matter promptly. Please contact me in writing at the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]