

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

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

RE: Settlement Offer for Account #[Your Account Number]

Dear [Name of Contact Person or Department],

I am writing in response to your recent communication regarding the above-referenced charged-off account. I would like to resolve this matter; however, I am unable to meet the terms of your previous proposal due to my current financial situation.

I am prepared to offer a one-time, lump-sum payment of \$[Insert Amount] as full and final settlement of this debt. This offer represents [Insert Percentage]% of the current balance.

This offer is contingent upon the following conditions:

- The payment of \$[Insert Amount] will serve as full satisfaction of the debt, and the remaining balance will be waived.
- Your company will not sell or transfer the remaining balance to any other third party or collection agency.
- Your company agrees to report the account to all credit bureaus as "Settled in Full," "Paid as Agreed," or delete the tradeline entirely.
- Upon receipt of the funds, you will provide a letter confirming the account balance is zero and the debt is fully discharged.

Please note that this is not an admission of liability, but an attempt to settle a disputed claim. If these terms are acceptable, please send a signed agreement on your company letterhead. Once I receive the written agreement, I will forward the funds via [Insert Payment Method, e.g., Certified Check].

This offer will remain valid until [Insert Date]. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]