

FINAL NOTICE PRIOR TO CHARGE-OFF

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Account Number: [Insert Last 4 Digits of Account]

Current Balance: \$[Insert Total Balance]

Dear [Insert Customer Name],

This letter serves as a final notice regarding your past-due credit card account. Your account is currently scheduled to be charged off and transferred to a third-party collection agency or our legal department for further action.

Before this occurs, we are prepared to offer you a final opportunity to settle your debt for less than the full balance. This offer is intended to help you resolve your obligation and prevent further negative impact on your credit report.

Settlement Offer Details:

- **Settlement Amount:** \$[Insert Reduced Amount]
- **Due Date:** [Insert Expiration Date]
- **Savings:** [Insert Percentage]% off your total balance

Upon receipt and clearance of the settlement amount by the due date, we will consider the account settled in full. We will report the account to the credit reporting agencies as "Settled for less than the full balance."

How to Accept This Offer:

Please contact our Recovery Department at [Insert Phone Number] or log in to your account at [Insert Website] to make your payment. If we do not receive payment or hear from you by [Insert Expiration Date], this offer will expire, and the full balance will become immediately due.

Sincerely,

[Insert Name/Department]

[Insert Financial Institution Name]

Federal law requires us to inform you that this is an attempt to collect a debt and any information obtained will be used for that purpose.