

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

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

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

Dear Settlement Manager,

I am writing to discuss the outstanding balance on the above-referenced account, which I understand has been charged off. Due to severe financial hardship caused by [briefly mention reason, e.g., medical issues, job loss], I am unable to pay the full balance of \$[Total Amount Owed].

I am committed to resolving this debt and have managed to secure a one-time, lump-sum payment. I am offering **\$[Offer Amount]** as full and final settlement of this debt. This offer represents [Percentage]% of the current balance.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as payment in full.
- Upon receipt of payment, the account balance will be adjusted to zero.
- Your company will report the account to the credit bureaus as "Settled in Full" or "Paid as Agreed."
- All further collection efforts, interest accrual, and fees will cease immediately.

Please provide written confirmation of your acceptance of these terms on company letterhead. Once I receive the written agreement, I will issue payment via [mention payment method, e.g., cashier's check] within [Number] business days.

This offer is valid for [Number] days from the date of this letter. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]
[Your Printed Name]