

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

[Date]

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

Re: Settlement Offer for Account Number: [Your Full Account Number]

To Whom It May Concern,

I am writing regarding the above-referenced account, which I understand has been charged off. I would like to resolve this debt through a one-time, lump-sum settlement payment.

I am currently experiencing financial hardship and am unable to pay the full balance of \$[Total Balance Owed]. However, I can offer a single payment of \$[Offer Amount] to settle the account in full. This offer is intended to be a complete satisfaction of the debt.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as "Paid in Full" or "Settled in Full."
- Your company agrees to waive all remaining principal, interest, and fees.
- Your company agrees to cease all collection activity immediately.
- Your company will report the account to the credit bureaus as "Paid" or "Settled" once the funds are cleared.

If you agree to these terms, please provide a written letter of acceptance on your company letterhead. This letter must state that the proposed payment will fully discharge my liability for this account. Once I receive the written agreement, I will send the funds via [Certified Check / Money Order / Electronic Transfer] within [Number] business days.

Please note that this letter does not constitute an acknowledgment of the validity of the debt, but is an attempt to settle a disputed claim.

I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]