

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

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

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

To Whom It May Concern,

I am writing regarding the above-referenced credit card account which has been charged off. I would like to propose a mutual resolution to settle this debt in full.

I am offering a one-time, lump-sum payment of \$[Insert Dollar Amount] in exchange for the following terms:

- The payment shall be accepted as full and final settlement of the debt.
- The remaining balance will be forgiven, and I will be released from any further liability.
- Your company agrees to report the account to all credit bureaus as "Settled," "Paid in Full," or "Account Closed" with a \$0 balance.
- No further collection activity will be pursued against me for this account.

This offer is valid for [Number] days from the date of this letter. If you agree to these terms, please provide a written acceptance on your company letterhead. Once I receive the written agreement, I will issue the payment via [Certified Check/Money Order].

Please note that this offer is made for the purpose of settlement only and is not an admission of the validity of the debt or the amount claimed.

Sincerely,

[Your Signature]

[Your Printed Name]