

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

[Date]

[Creditor/Collection Agency Name]
[Attention: Settlement Department]
[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 credit card account which has been charged off. I am currently experiencing financial hardship and am unable to pay the full outstanding balance of \$[Total Balance Owed].

In an effort to resolve this debt, I am proposing a one-time, lump-sum settlement payment of \$[Offer Amount]. This amount represents [Percentage]% of the current balance.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as "Paid in Full" or "Settled in Full."
- The account balance will be adjusted to zero (\$0.00).
- Your company will report the status of this account to all credit bureaus as "Paid as Agreed" or "Settled in Full," and will cease all collection activity.
- No further interest, late fees, or penalties will be added to the account.

If you agree to these terms, please provide a written letter of acceptance on your company letterhead. Once I receive the written agreement confirming these terms, I will issue the payment via [Certified Check/Electronic Transfer] within [Number] days.

Please note that this letter is for settlement purposes only and is not an acknowledgment of the validity of the debt, nor a waiver of any of my rights under the Fair Debt Collection Practices Act or other applicable laws.

I look forward to your written response.

Sincerely,

[Your Signature]

[Your Printed Name]