

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

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

I would like to resolve this matter before any further collection efforts or legal actions are initiated. I am offering a one-time, lump-sum payment of \$[Settlement Amount] in exchange for the full release of the debt and the account being marked as "Settled in Full" or "Paid as Agreed" with the credit reporting bureaus.

This offer is contingent upon the following terms:

- The payment of \$[Settlement Amount] will serve as payment in full for the account.
- Your company agrees to waive all remaining principal, interest, and fees.
- Your company agrees to cease all collection activities and will not sell the remaining balance to a third party.
- Upon receipt of payment, you will update my credit report to show the account is settled and has a \$0 balance.

If these terms are acceptable, please provide a written agreement signed by an authorized representative on your company letterhead. Once I receive the written confirmation, I will remit the payment via [Form of Payment] within [Number] days.

Please note that this is not an acknowledgment of the debt, but an attempt to resolve a disputed claim. This offer shall expire on [Expiration Date].

Sincerely,

[Your Signature]

[Your Printed Name]