

Current Date: [Insert Date]

[Creditor/Collection Agency Name]

[Address Line 1]

[City, State, Zip Code]

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

To Whom It May Concern,

This letter is regarding the above-referenced credit card account which has been charged off. I am writing to propose a formal settlement to resolve this debt in full.

I am currently experiencing financial hardship and am unable to pay the full outstanding balance of \$[Insert Total Balance]. However, I can offer a one-time, lump-sum payment of \$[Insert Offer Amount] in exchange for the following terms:

- The payment of \$[Insert Offer Amount] will be accepted as full and final settlement of the debt.
- The remaining balance will be waived, and no further collection efforts will be pursued.
- You agree to report the account to all credit bureaus as "Settled" or "Paid in Full."
- All negative marks associated with this account will be updated to reflect this agreement.

This offer is valid for [Insert Number, e.g., 14] days from the date of this letter. If you accept these terms, please provide a written agreement signed by an authorized representative. Upon receipt of your written acceptance, I will send the funds via [Insert Payment Method, e.g., Certified Check].

Please note that this offer is made for settlement purposes only and does not constitute an admission of the validity of the debt.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]