

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

[Date]

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

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

To Whom It May Concern,

This letter is in reference to the aforementioned 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 \$[Total Balance]. However, I am prepared to offer a one-time, lump-sum payment of \$[Offer Amount] in exchange for the full satisfaction of this debt.

This offer is time-sensitive and is contingent upon the following conditions:

- The payment of \$[Offer Amount] shall be accepted as payment in full for the account.
- Your company agrees to waive all remaining principal, interest, and late fees.
- Your company agrees to update my credit reports with all major credit bureaus to reflect the account as "Paid in Full" or "Settled in Full."
- No further collection activity will be pursued against me for this debt.

This offer will remain valid until [Expiration Date]. If I do not receive a written agreement signed by an authorized representative of your company by this date, I will withdraw the offer and re-evaluate my financial options.

Once I receive your written acceptance of these terms on company letterhead, I will issue the payment via [Certified Check/Electronic Transfer] within [Number] business days.

Please send the written agreement to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]