

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

[Date]

[Creditor Name or Law Firm Name]
[Contact Person]
[Address]
[City, State, Zip Code]

RE: Settlement Agreement and Release of Garnishment

Case Number: [Court Case Number]

Judgment Amount: \$[Total Amount of Judgment]

Account Reference: [Account Number]

Dear [Contact Name or Collections Department],

This letter serves to confirm the settlement agreement reached regarding the above-referenced judgment. I am offering a one-time, lump-sum payment of \$[Settlement Amount] as full and final satisfaction of this debt, including all principal, interest, attorney fees, and court costs.

Upon your acceptance of this payment, you agree to the following actions:

- Accept the payment of \$[Settlement Amount] as payment in full for the judgment.
- Immediately file a "Satisfaction of Judgment" with the [Name of Court] to close the case record.
- Immediately file the necessary paperwork to release the active garnishment on my [Wages/Bank Account] and notify [Employer Name or Bank Name] of the release.
- Update all credit reporting agencies to show the account status as "Satisfied" or "Paid in Full."

I have enclosed a [Certified Check/Money Order] in the amount of \$[Settlement Amount]. By cashing or depositing this payment, you are agreeing to the terms outlined above.

Please send a signed copy of the Garnishment Release and the Satisfaction of Judgment to my address listed above within [Number] days.

Sincerely,

[Your Signature]

[Your Printed Name]