

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

[Name of Creditor or Collection Agency]
[Name of Contact Person, if known]
[Address]
[City, State, Zip Code]

RE: Settlement Offer and Garnishment Release

Account Number: [Your Account Number]

Case Number: [Court Case Number, if applicable]

Dear [Contact Person or Department Name],

This letter follows our recent communication regarding the outstanding balance on the above-referenced account. I am writing to formally propose a lump-sum settlement to resolve this debt in full and terminate the active wage garnishment.

I am offering a one-time payment of \$[Settlement Amount] as full and final satisfaction of this debt. This offer is contingent upon the following conditions:

- The payment of \$[Settlement Amount] will be accepted as payment in full for the total balance.
- Upon receipt of payment, your office will immediately file a Release of Garnishment with [Name of Employer/Court] to cease all further deductions.
- You agree to report the account to all credit bureaus as "Paid in Full," "Settled in Full," or "Account Closed - Paid as Agreed."
- A written confirmation of this agreement and a formal "Satisfied in Full" letter will be sent to me within [Number] days of receiving the funds.

If these terms are acceptable, please sign below and return a copy of this letter to me. Once I receive the signed agreement, I will remit the funds via [Certified Check/Wire Transfer] by [Date].

I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted By:

Representative Name: _____

Title: _____

Date: _____