

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

[Date]

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

RE: Account Number: [Your Account Number]

Dear [Contact Person Name or Debt Processing Department],

I am writing in response to your letter dated [Date of their letter] regarding the outstanding balance on the above-referenced account. I am currently experiencing financial hardship and am unable to pay the full balance of \$[Total Amount Owed].

I would like to resolve this matter and am proposing a counter-offer. I am prepared to offer a one-time, lump-sum payment of \$[Your Offer Amount] as full and final settlement of this debt. This offer represents [Percentage]% of the total balance.

This offer is contingent upon the following conditions:

- The payment of \$[Your Offer Amount] will be accepted as payment in full for the account.
- Upon receipt of this payment, your company will agree to report the account as "Paid in Full" or "Settled in Full" to all major credit bureaus.
- Your company will waive all remaining interest, late fees, and penalties.
- Your company will cease all further collection activities and legal actions regarding this account.

If you accept these terms, please provide a written agreement signed by an authorized representative of your company. Once I receive the signed agreement, I will send the payment via [Certified Check/Money Order] within [Number] business days.

Please note that this offer is for settlement purposes only and does not constitute an admission of the validity of the debt. This offer will expire on [Expiration Date].

I look forward to your written response.

Sincerely,

[Your Signature]

[Your Printed Name]