

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

[Date]

[Name of Contact Person]
[Name of Collection Agency/Creditor]
[Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]
Total Alleged Balance: \$[Total Balance]

Dear [Name of Contact Person or Debt Collector],

I am writing in response to your communication dated [Date of their letter] regarding the above-referenced account.

At this time, I am unable to pay the full amount you have requested due to [mention brief reason, e.g., financial hardship/loss of income]. However, I value my credit standing and wish to resolve this matter in good faith.

I am proposing a counter-offer to settle this account in full. I am prepared to make a one-time, good faith payment of \$[Insert Offer Amount].

This offer is contingent upon the following conditions:

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

If you accept these terms, please provide a written agreement signed by an authorized representative of your company. Once I receive the written confirmation of this agreement, I will forward the payment of \$[Insert Offer Amount] via [mention payment method, e.g., certified check/money order] within [Number] business days.

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

I look forward to your written response.

Sincerely,

[Your Signature]

[Your Printed Name]