

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Account Number: [Your Account Number]

To Whom It May Concern,

I am writing in response to your recent communication regarding the balance on the above-referenced account. I am currently experiencing financial hardship and am unable to pay the full amount requested.

I would like to offer a one-time, lump-sum payment of \$[Insert Dollar Amount], which represents [Insert Percentage]% of the current total balance, as a full and final settlement of this debt.

This offer is contingent upon the following terms:

- The payment of \$[Insert Dollar Amount] will be accepted as full satisfaction of the debt.
- The account will be closed and reported to all credit bureaus as "Settled in Full" or "Paid as Agreed."
- All further collection activity will cease immediately.
- You agree to waive all remaining interest, fees, and penalties.

If you accept these terms, please provide a written agreement signed by an authorized representative on your company letterhead. Once I receive the written confirmation, I will issue the payment via [Insert Payment Method, e.g., Cashier's Check].

Please note that this offer is valid for [Insert Number] days from the date of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]