

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

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

Re: Account Number [Your Account Number]

Dear [Contact Person or Collections Department],

I am writing regarding the outstanding balance on the above-referenced account. At this time, I am experiencing financial hardship and am unable to pay the full balance of \$[Total Amount Owed].

I would like to offer a one-time, lump-sum payment of \$[Settlement Amount] to settle this debt in full. This offer represents [Percentage]% of the current balance.

This offer is contingent upon the following conditions:

- The payment of \$[Settlement Amount] will be accepted as full and final settlement of the debt.
- Upon receipt of payment, the account will be closed and marked as "Settled in Full" or "Paid in Full."
- Your company agrees to cease all collection activities and will not sell the remaining balance to another party.
- Your company will report to the credit bureaus that the account has been settled.

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 send the funds via [Money Order/Certified Check] within [Number] days.

This offer is valid until [Expiration Date]. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]