

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Settlement of Account Number: [Account Number]

Dear [Recipient Name],

This letter serves to confirm the agreement regarding the outstanding balance on the above-referenced account.

The current outstanding balance is \$[Full Balance Amount]. We hereby agree to accept a one-time payment in the amount of \$[Settlement Amount] as a full and final settlement of this account.

Upon receipt and clearance of the payment of \$[Settlement Amount], the following will apply:

- The account will be considered settled in full.
- No further collection action will be taken regarding this debt.
- The remaining balance of \$[Remaining Balance] will be forgiven.
- We will update our records and notify credit reporting agencies that the account has been "Settled in Full" or "Paid in Full."

Please ensure that payment is received by [Deadline Date] to honor this agreement. Payment can be made via [Payment Method].

If you have any questions, please contact us at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]