

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Notice of Authorized Settlement Offer

Account Number: [Account Number]

Current Balance: \$[Total Amount Owed]

Dear [Debtor Name],

We are writing to inform you that [Creditor Name] has officially authorized a discounted settlement offer regarding your outstanding balance. This offer is being extended to help you resolve this debt for significantly less than the full amount currently owed.

Settlement Terms:

- **Settlement Amount:** \$[Settlement Amount]
- **Due Date:** [Payment Deadline Date]

Upon receipt and clearance of the payment mentioned above by the specified date, your account will be considered "Settled in Full." We will notify the major credit bureaus that the account has been settled and that you no longer owe a balance to [Creditor Name].

Please note that this offer is valid only until [Expiration Date]. If payment is not received by this time, the offer will expire, and the full balance will remain due.

Payment Options:

[Insert payment instructions, such as online portal, phone number, or mailing address for checks].

If you have any questions regarding this settlement, please contact our office at [Phone Number].

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]