

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: EXCLUSIVE SETTLEMENT OPPORTUNITY - Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as a formal offer to resolve your outstanding balance of \$[Total Balance Amount] for a significantly reduced lump-sum payment.

We are prepared to accept a one-time payment of \$[Settlement Amount] as full and final satisfaction of this debt. Upon receipt and processing of this payment, your account will be closed and marked as "Settled in Full."

Please be advised that this exclusive settlement opportunity is valid for thirty (30) days from the date of this letter.

To accept this offer, please ensure that payment is received by [Insert Date 30 Days from Now]. Payments can be made via the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If payment is not received within the thirty-day window, this offer will expire, and the full balance of \$[Total Balance Amount] will remain due and subject to further collection activity.

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

Sincerely,

[Your Name/Signature]
[Your Title]