

Date: [Current Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

Re: Settlement Offer for Outstanding Eviction Debt

Dear [Debtor Name],

This letter is regarding the outstanding balance of \$[Total Amount Owed] owed to [Original Landlord/Property Name] for the tenancy at [Former Property Address].

We understand that financial difficulties can happen. To help you resolve this matter and clear your record, we are offering you the opportunity to settle this debt for a reduced amount.

The Settlement Offer:

If you pay the reduced amount of \$[Settlement Amount] by [Expiration Date], we will consider the debt paid in full. This represents a savings of \$[Savings Amount] off your total balance.

Payment Options:

- Pay online at: [Website URL]
- Pay by phone: [Phone Number]
- Mail a check or money order to: [Mailing Address]

Upon receipt and processing of the agreed-upon payment, we will update our records to show that the account is settled. We will also notify the credit bureaus that the debt has been satisfied.

If you are unable to pay the settlement amount in one lump sum, please contact us at [Phone Number] to discuss a monthly payment plan.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Phone Number]