

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Settlement Offer for Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to propose a formal settlement for the outstanding balance on the aforementioned account. I would like to resolve this debt during the early tax season while I have access to additional funds.

The current balance on this account is reported as \$[Total Amount Owed]. Due to my current financial situation, I am unable to pay this amount in full. However, I am prepared to offer a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as payment in full for the entire debt.
- Upon receipt of payment, your company will consider the account "Settled" and the balance will be reduced to zero.
- Your company agrees to update my credit reports with all major credit bureaus to reflect the account as "Settled" or "Paid in Full."
- No further collection efforts will be pursued against me for this debt.

If these terms are acceptable, please provide a written agreement on your company letterhead confirming your acceptance of this settlement. Once I receive the written confirmation, I will issue the payment via [Certified Check/Money Order/Electronic Transfer] by [Date].

This offer is valid until [Expiration Date]. I look forward to resolving this matter quickly.

Sincerely,

[Your Signature]

[Your Printed Name]