

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

[Name of Creditor/Collection Agency]
[Address]
[City, State, Zip Code]

RE: Final Attempt Discounted Settlement Offer

Account Number: [Your Account Number]
Current Balance: [Total Amount Owed]

To Whom It May Concern,

This letter serves as my final attempt to settle the aforementioned account. Due to ongoing financial hardship, I am unable to pay the full balance; however, I am prepared to offer a one-time, lump-sum payment to resolve this debt permanently.

I am offering to pay the amount of **[\$Offer Amount]** as full and final settlement of this debt. This offer represents [Percentage]% of the current balance.

This offer is contingent upon the following terms:

- The payment of **[\$Offer Amount]** will be accepted as "Paid in Full."
- You agree to cease all further collection activities and legal actions regarding this account.
- You will report the account to all credit reporting agencies as "Paid in Full" or "Settled in Full" and update the balance to zero.
- All negative marks related to this specific debt will be removed or updated accordingly.

Please note that this is my final offer. If this proposal is not accepted by [Expiration Date], I will be forced to reallocate these limited funds to other priority creditors, and this offer will be withdrawn.

If you agree to these terms, please send a signed agreement on your company letterhead. Once I receive the written confirmation, I will issue the payment via [Payment Method] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]