

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

[Date]

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

RE: Account Number: [Your Account Number]

Dear [Contact Person or Department],

I am writing regarding the debt I owe on the above-referenced account. At this time, I am experiencing financial hardship and am unable to pay the full balance of \$[Total Amount Owed].

I would like to offer a one-time, lump-sum payment of \$[Offer Amount] to settle this debt in full. This offer is intended as a full and final settlement of the account.

If you accept this offer, I require a written agreement stating that:

- The proposed payment will be accepted as full satisfaction of the debt.
- The account will be closed and reported to the credit bureaus as "Settled in Full" or "Paid in Full."
- All further collection activity will cease.
- The remaining balance will be waived and not sold to another party.

Upon receipt of your written acceptance of these terms, I will send the payment via [Form of Payment, e.g., Certified Check] within [Number] business days.

Please respond to this offer in writing by [Expiration Date].

Sincerely,

[Your Signature]

[Your Printed Name]