

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

[Date]

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

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

Dear [Contact Person or Department Name],

I am writing regarding the outstanding balance on the above-referenced account. Currently, the records show a balance due of \$[Current Balance Amount].

I am experiencing financial hardship and am unable to pay the full balance at this time. However, I would like to resolve this debt permanently. I am offering a one-time, lump-sum payment of \$[Offer Amount] as a full and final settlement of this account.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as payment in full for the debt.
- Your company will waive all remaining interest, fees, and principal balances.
- The account will be marked as "Closed," "Paid in Full," or "Settled in Full" with all credit reporting agencies.
- All collection activities and legal actions regarding this account will cease immediately.

If you agree to these terms, please provide a written letter of acceptance on your company letterhead. Once I receive the written agreement, I will send the payment via [Method of Payment, e.g., Certified Check] within [Number] business days.

This offer is valid until [Expiration Date]. Please note that this letter does not constitute an admission of liability but is an attempt to settle a disputed debt.

Sincerely,

[Your Signature]

[Your Printed Name]