

Date: [Insert Date]

To: [Recipient Name/Institution]

Address: [Recipient Address]

Account Number: [Insert Account Number]

Subject: Offer for Account Settlement and Return of Collateral

Dear [Contact Person Name],

This letter serves as a formal proposal to settle the outstanding balance on the above-referenced account. My records indicate that the current balance is [Insert Amount].

I am offering a one-time, lump-sum payment of [Insert Settlement Amount] in exchange for the following actions:

- Full satisfaction and discharge of the debt associated with account [Insert Account Number].
- The immediate release of all liens and security interests held against the collateral, specifically: [Description of Collateral, e.g., Vehicle VIN or Property Address].
- The physical return or delivery of the original title/collateral documents to my address within [Insert Number] days of payment receipt.
- Reporting the account status as "Settled in Full" or "Paid in Full" to all relevant credit bureaus.

This offer is contingent upon the mutual agreement that this payment represents a complete settlement of all claims. Upon your written acceptance of these terms, I will remit the funds via [Insert Payment Method, e.g., Certified Check/Wire Transfer].

Please provide a written response or a signed settlement agreement by [Insert Deadline Date].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]