

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Creditor Name]

[Creditor Department, if applicable]

[Creditor Address]

[Creditor City, State, Zip Code]

RE: Settlement Offer and Voluntary Surrender of Collateral

Account Number: [Your Account Number]

Description of Collateral: [e.g., Year, Make, Model of Vehicle or Property Address]

Dear [Contact Person or Collections Department],

I am writing to formally propose a settlement regarding the above-referenced account. Due to unexpected financial hardship, I am no longer able to maintain the scheduled payments on this secured debt.

I would like to offer a voluntary surrender of the collateral [Description of Collateral] in exchange for a full and final settlement of the debt. My proposal is based on the following terms:

- **Voluntary Surrender:** I will peacefully surrender the collateral to your designated representative at a mutually agreed-upon time and location.
- **Full Release of Liability:** In exchange for the surrender of the collateral, [Creditor Name] agrees to waive any and all remaining deficiency balances, interest, fees, or costs associated with this account.
- **Account Status:** The account will be considered "Settled in Full" and closed.
- **Credit Reporting:** [Creditor Name] agrees to report the account to all credit bureaus as "Account paid in full; settled" or "Voluntary Surrender; settled in full" with a zero balance.

Please note that this offer is contingent upon a written agreement signed by an authorized representative of [Creditor Name] confirming that no deficiency judgment will be sought following the sale of the collateral.

I am prepared to move forward with the surrender immediately upon receipt of your written acceptance of these terms. Please send the written agreement to the address listed above or via email at [Your Email Address].

Thank you for your time and consideration of this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]