

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

[Date]

[Lending Company Name]
[Collections Department Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to you regarding the payday loan I currently have outstanding with [Lending Company Name]. Due to unexpected financial hardship caused by [briefly state reason, e.g., job loss, medical emergency, or family crisis], I am unable to pay the full balance of \$[Total Amount Owed].

I value my credit standing and wish to resolve this debt responsibly. I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This offer represents approximately [Percentage]% of the current balance.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as full satisfaction of the debt.
- [Lending Company Name] agrees to waive all remaining interest, late fees, and penalties.
- The account will be reported to all credit bureaus as "Paid in Full," "Settled in Full," or "Paid as Agreed."
- No further collection actions will be taken against me regarding this account.

If you agree to these terms, please send me a written agreement on company letterhead confirming this settlement. Once I receive the written confirmation, I will remit the payment via [Method of Payment, e.g., Money Order/Certified Check] within [Number] business days.

I look forward to resolving this matter quickly. Please respond in writing to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]