

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

[Date]

[Lender or Collection Agency Name]  
[Lending Company Address]  
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing regarding the above-referenced payday loan account which is currently in default. Due to unexpected financial hardship, I 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 amount represents [Percentage]% of the current balance.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as full and final settlement of the debt.
- Your company agrees to waive all remaining interest, late fees, and penalties.
- Your company will report this account to all credit bureaus as "Settled in Full" or "Paid as Agreed."
- Upon receipt of the payment, you will cease all collection activities and release me from any further liability regarding this account.

If you accept these terms, please send me a written agreement on company letterhead confirming this settlement. Once I receive the written confirmation, I will issue the payment via [Payment Method, e.g., Cashier's Check/Money Order].

Please note that this offer is valid for [Number] days from the date of this letter. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]