

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing regarding the outstanding balance on my installment loan, which is currently in default. Due to unexpected financial hardship, I am unable to fulfill the original repayment terms of this loan.

I would like to offer a one-time, lump-sum payment of \$[Insert Amount] as a full and final settlement of this debt. This amount represents [Insert Percentage]% of the current balance.

This offer is contingent upon the following conditions:

- The payment of \$[Insert Amount] will be accepted as payment in full for the debt.
- Your company will waive all remaining interest, late fees, and penalties.
- The account will be reported to credit bureaus as "Settled in Full" or "Paid as Agreed."
- Your company will cease all collection activities and legal actions immediately upon receipt of payment.

If you accept this offer, please provide a written agreement on company letterhead confirming these terms. Once I receive the signed agreement, I will issue the payment via [Certified Check/Money Order/Electronic Transfer] within [Number] business days.

I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]