

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

[Date]

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

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

Dear [Name of Contact Person or Collections Department],

I am writing to discuss my outstanding payday loan balance. Due to unexpected financial hardship, I am currently 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 account in full. This amount represents [Percentage]% of the total balance.

If you accept this offer, I require a written agreement stating that:

- The payment of \$[Offer Amount] will be accepted as payment in full for the debt.
- The account will be closed and marked as "settled in full" or "paid in full."
- All collection activities will cease immediately.
- You will notify the credit bureaus that the debt has been satisfied.

Please respond in writing within [Number of Days] days to confirm your acceptance of these terms. Once I receive your written confirmation, I will issue the payment via [Payment Method].

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]