

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Name of Payday Loan Company/Collection Agency]
[Company Address]
[Account Number]

Subject: Settlement Offer for Account [Your Account Number]

To Whom It May Concern,

I am writing to you regarding the outstanding balance on the above-referenced account. Due to unexpected financial hardship, I am currently unable to pay the full balance of \$[Total Balance Amount].

I would like to resolve this debt and am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this account. This amount represents approximately [Percentage]% of the total balance.

This offer is contingent upon the following conditions:

- The payment of \$[Offer Amount] will be accepted as payment in full for the debt.
- You will report the account as "Settled" or "Paid in Full" to all credit reporting agencies.
- No further collection efforts will be made against me for this debt.
- You will provide a written agreement confirming these terms before I send the payment.

If you accept this offer, please send a signed agreement on your company letterhead. Once I receive the written confirmation, I will send the funds via [Money Order/Certified Check/Electronic Transfer] within [Number] business days.

Please note that this offer is made for the purpose of settling a disputed debt and does not constitute an admission of liability for the full amount claimed.

I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]