

Date: [Insert Date]

To: [Lender/Collection Agency Name]

Address: [Lender Address]

Account Number: [Insert Account Number]

Subject: TIME-SENSITIVE SETTLEMENT OFFER FOR ACCOUNT #[Insert Number]

To Whom It May Concern,

I am writing regarding the outstanding balance on the aforementioned payday loan account. Due to unexpected financial hardship, I am unable to pay the full balance of \$[Insert Total Balance Owed] at this time.

I would like to offer a one-time, lump-sum payment of **\$[Insert Settlement Amount]** to settle this debt in full. This offer is made in good faith to resolve this matter immediately and avoid further collection activities.

Terms of this offer:

- The proposed payment of \$[Insert Settlement Amount] will be accepted as "Paid in Full" and satisfy the entire debt.
- Your company agrees to cease all collection efforts and legal actions upon receipt of payment.
- Your company agrees to report this account as "Paid in Full" or "Settled" to all relevant credit bureaus.
- This offer is valid until [Insert Expiration Date].

If you agree to these terms, please send a signed written agreement on company letterhead confirming that this payment will satisfy the debt. Once I receive the written confirmation, I will issue the payment via [Insert Payment Method, e.g., Cashier's Check] immediately.

Please contact me at [Insert Phone Number] or [Insert Email Address] to confirm acceptance.

Sincerely,

[Your Printed Name]

[Your Signature]

[Your Mailing Address]