

Date: [Insert Date]

To: [Creditor/Collection Agency Name]

Address: [Insert Address]

Account Number: [Insert Account Number]

Subject: FINAL SETTLEMENT OFFER PRIOR TO MEDIATION

Dear [Contact Person Name or Debt Collector],

This letter is a formal follow-up regarding the scheduled mediation for the above-referenced account. In an effort to resolve this matter amicably and avoid further legal proceedings, I am submitting this final settlement offer.

I offer to pay a one-time, lump-sum amount of \$[Insert Amount] as full and final satisfaction of this debt. This offer is made based on my current financial hardship and represents the maximum amount I can allocate to this dispute.

This offer is contingent upon the following terms:

- The payment will be accepted as "Full and Final Settlement" of the entire balance.
- Upon receipt of payment, your company will release me from any further liability or claims regarding this account.
- The account will be reported to all credit bureaus as "Settled in Full" or "Paid as Agreed" and the current status will be updated to a zero balance.
- All pending legal actions and mediation proceedings will be dismissed with prejudice.

Please provide a written response accepting these terms by [Insert Date]. Once I receive your written acceptance on company letterhead, I will issue the payment via [Insert Payment Method, e.g., Cashier's Check] within [Number] business days.

This offer is made for settlement purposes only and does not constitute an admission of liability or the validity of the debt.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Address]