

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Creditor/Law Firm Name]
[Attorney Name, if known]
[Address]
[City, State, Zip Code]

Re: Settlement Offer for Case Number: [Court Case Number]
Account Number: [Original Account Number]
Creditor: [Name of Plaintiff/Creditor]

Dear [Name of Contact Person or Attorney],

In anticipation of our scheduled mediation hearing on [Mediation Date], I am writing to propose a formal settlement to resolve this matter and avoid further litigation.

I currently owe the alleged amount of \$[Total Debt Amount]. Due to my current financial situation, I am prepared to offer a one-time lump sum payment of \$[Offer Amount] as full and final satisfaction of this debt.

This offer is contingent upon the following terms:

- The Plaintiff agrees to dismiss the lawsuit (Case Number: [Case Number]) with prejudice.
- The Plaintiff agrees to waive all remaining interest, attorney fees, and court costs.
- The Plaintiff agrees to report the account as "Settled" or "Paid in Full" to all relevant credit reporting agencies.
- This agreement constitutes a complete release of all claims related to this specific account.

I am prepared to make this payment within [Number] days of receiving a signed written agreement confirming these terms. If this proposal is acceptable, please provide a signed settlement agreement for my review.

If we cannot reach an agreement prior to the hearing, this letter shall remain confidential and is sent for settlement purposes only under [State Rule of Evidence/Rule 408].

Sincerely,

[Your Signature]

[Your Printed Name]