

Date: [Insert Date]

To: [Creditor or Representative Name]

Address: [Insert Address]

Case/Account Number: [Insert Number]

RE: SETTLEMENT OFFER FOR MEDIATION - SUBJECT TO RULE 408 (FOR SETTLEMENT PURPOSES ONLY)

Dear [Name of Contact Person],

Following our recent mediation discussions regarding the outstanding balance of \$[Insert Total Amount Owed], I am submitting this formal proposal for a structured payment plan to resolve this matter in full.

I propose to settle the account under the following terms:

- **Total Settlement Amount:** \$[Insert Total Agreed Settlement Amount]
- **Down Payment:** A one-time initial payment of \$[Insert Amount] to be paid by [Insert Date].
- **Monthly Installments:** Consecutive monthly payments of \$[Insert Monthly Amount] for a duration of [Insert Number] months.
- **Payment Start Date:** The first installment shall be due on [Insert Date].
- **Payment Method:** Payments will be made via [Insert Method, e.g., ACH Transfer, Certified Check].

Terms and Conditions:

1. Upon timely completion of all payments outlined above, [Creditor Name] shall consider the debt satisfied in full.
2. [Creditor Name] agrees to cease all collection activities and legal actions while payments are being made according to this schedule.
3. Upon receipt of the final payment, [Creditor Name] will provide a written release of liability and update any relevant credit reporting agencies to reflect that the account is "Settled in Full" or "Paid as Agreed."
4. Should any payment be more than [Insert Number] days late, this agreement may be considered void at the creditor's discretion.

Please indicate your acceptance of this structured settlement offer by signing below and returning a copy to me by [Insert Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

ACCEPTED AND AGREED:

By: _____

Name/Title: [Insert Name/Title of Authorized Representative]

Date: _____