

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

[Date]

[Name of Creditor/Collection Agency]
[Address]
[City, State, Zip Code]

RE: Confirmation of Post-Dated Check Agreement for Account #[Account Number]

Dear [Contact Person or Department Name],

This letter serves to confirm the debt settlement agreement reached between [Your Name] and [Creditor/Agency Name] on [Date of Agreement].

As per our agreement, I am providing [Number] post-dated checks to settle the above-referenced account for the total agreed-upon amount of \$[Total Settlement Amount].

The details of the enclosed checks are as follows:

- Check #[Check Number] - Amount: \$[Amount] - Date: [Date]
- Check #[Check Number] - Amount: \$[Amount] - Date: [Date]
- Check #[Check Number] - Amount: \$[Amount] - Date: [Date]

By accepting and depositing these checks, [Creditor/Agency Name] agrees that once the final check has cleared, the debt shall be considered settled in full. You further agree to report this account to all credit bureaus as "Settled in Full" or "Paid in Full" and to cease all further collection activities.

Please acknowledge receipt of these checks and your acceptance of these terms by signing below and returning a copy to me, or by sending a confirmation letter on your company letterhead.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Terms:

Authorized Signature: _____ Date: _____

Printed Name and Title: _____