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

[Date]

[Recipient Name/Collection Department]
[Creditor Company Name]
[Address]
[City, State, Zip Code]

RE: Settlement of Outstanding Balance - Account Number: [Account Number]

Dear [Contact Person Name or Accounts Receivable Department],

This letter is regarding the outstanding balance on the above-referenced account in the amount of $[Total Balance Amount].

I would like to propose a settlement plan to clear this balance. Please find enclosed [Number of Checks] post-dated checks, as detailed below:

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

Please note that these checks are intended to be deposited only on or after the dates written on each respective check. By accepting and depositing these checks, you agree that this payment schedule satisfies the outstanding debt.

Once the final check has been successfully cleared, I request a written confirmation that the account is paid in full and that the balance is zero.

If you accept this arrangement, please sign the acknowledgment below and return a copy to me via email or mail. If I do not hear from you within [Number] days, I will assume this arrangement is acceptable.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Acceptance:

I, [Name of Representative], on behalf of [Creditor Company Name], hereby accept the post-dated checks listed above as payment for the outstanding balance on account [Account Number].

Signature: ___________________________ Date: __________