

[Date]

[Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

Re: Settlement Agreement Confirmation  
Account Number: [Account Number]  
Total Outstanding Balance: \$[Amount]

Dear [Debtor Name],

This letter serves as formal confirmation of the monthly installment settlement agreement reached between [Creditor/Agency Name] and [Debtor Name] regarding the above-referenced account.

We have agreed to settle the total outstanding balance for the reduced amount of \$[Total Settlement Amount]. This settlement is subject to the following monthly payment schedule:

- **Monthly Installment Amount:** \$[Amount]
- **Number of Installments:** [Number] months
- **Payment Start Date:** [Date]
- **Payment Due Date:** [Day] of each month

All payments must be made on time. Upon successful receipt of the final installment payment, the account will be considered "Settled in Full," and [Creditor Name] will release you from any further liability regarding this debt.

Please note that if any payment is missed or returned for insufficient funds, this settlement agreement may be rendered void, and the full original balance may become due immediately.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Name of Representative]  
[Title]  
[Company Name]

---

**Acknowledgment and Acceptance:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_