

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**Re: Settlement Agreement Confirmation - Account Number: [Account Number]**

Dear [Debtor Name],

This letter confirms that [Company Name] has accepted your proposal for a reduced balance settlement regarding the above-referenced account. We have agreed to accept a total payment of \$[Total Settlement Amount] as full and final satisfaction of your current outstanding balance of \$[Current Balance].

This settlement is contingent upon the following payment plan schedule:

- Payment 1: \$[Amount] due by [Date]
- Payment 2: \$[Amount] due by [Date]
- Payment 3: \$[Amount] due by [Date]
- [Add additional lines as needed]

Please note that all payments must be received by the agreed-upon dates. If any payment is missed or returned for insufficient funds, this settlement agreement will be considered void, and the full original balance will become due immediately.

Upon successful completion of the final payment, your account will be marked as "Settled in Full" or "Paid in Full for less than the full balance." We will also notify the relevant credit bureaus of this status change within [Number] days of the final payment clearing.

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

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]

**Acknowledgment and Acceptance:**

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[Debtor Name] Signature

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Date