

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

[Date]

[Creditor or Collection Agency Name]
[Contact Person Name, if known]
[Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Dear [Name of Contact Person or Department],

This letter serves to formally confirm the debt settlement agreement reached between [Name of Creditor/Agency] and myself on [Date of Agreement] regarding the above-referenced account.

It is agreed that the total outstanding balance of \$[Original Amount Owed] will be settled in full for the reduced amount of \$[Total Settlement Amount]. This settlement is contingent upon the following payment schedule:

- Payment 1: \$[Amount] due by [Date]
- Payment 2: \$[Amount] due by [Date]
- Payment 3: \$[Amount] due by [Date]
- [Add more rows as necessary]

Upon receipt of the final payment according to this schedule, [Name of Creditor/Agency] agrees to consider the debt paid in full and satisfied. You further agree to cease all collection activities and update the status of this account with all relevant credit reporting agencies to "Paid as Agreed" or "Settled in Full" within 30 days of the final payment.

Please sign and return a copy of this letter or provide a written confirmation on your company letterhead to acknowledge these terms.

Sincerely,

[Your Signature]

[Your Printed Name]