

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

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Cancellation of Settlement Agreement for Account #[Your Account Number]

Dear [Recipient Name],

I am writing to formally request the cancellation of the payment settlement agreement previously established for the above-referenced delinquent account on [Date of Agreement].

Due to [reason for cancellation, e.g., a change in financial circumstances / an error in the agreement terms / intent to pay the balance in full], I am no longer able to proceed with the terms outlined in that specific settlement.

Please provide written confirmation that the settlement offer has been retracted and clarify the current total outstanding balance remaining on the account. I would like to discuss alternative options for resolving this debt at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]