

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

[Date]

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

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

Dear [Contact Person Name or Department],

I am writing to formally notify you of the cancellation of the Settlement Agreement dated [Date of Original Agreement] regarding the account mentioned above.

Due to a missed payment on [Date Payment Was Due], I understand that the terms of the original settlement offer are no longer valid. I am requesting a formal cancellation of the current agreement and an updated statement of the remaining balance on the account.

I would like to discuss the possibility of establishing a new payment arrangement or a revised settlement offer that aligns with my current financial situation. Please contact me at your earliest convenience to discuss these options.

Thank you for your time and cooperation regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]