

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

Account/Reference Number: [Insert Number]

Subject: Settlement Offer Agreement - [Case/Debt Reference]

Dear [Recipient Name],

This letter serves as a formal offer to settle the outstanding balance of \$[Total Amount Owed] regarding the aforementioned account/matter.

In an effort to resolve this issue promptly, I am proposing a full and final settlement in the amount of \$[Settlement Amount]. This payment will be made via [Payment Method, e.g., Certified Check/Bank Transfer] by no later than [Date].

This offer is made on the condition that upon receipt of the agreed-upon amount:

- The debt shall be considered paid in full and the account closed.
- You will cease all collection activities and legal actions related to this matter.
- You will notify any credit reporting agencies that the account is "Settled in Full" or "Paid as Agreed."
- All parties are released from further liability regarding this specific debt.

Please confirm your acceptance of these terms by signing below and returning a copy of this letter. Once I receive the signed agreement, I will issue the payment as specified.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

Acceptance of Settlement

I, [Authorized Representative Name], acting on behalf of [Company Name], hereby accept the terms of this settlement offer.

Signature: _____ Date: _____