

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

[Date]

[Name of Creditor or Collection Agency]  
[Address]  
[City, State, Zip Code]

Re: Settlement Agreement for Account Number: [Your Account Number]

To Whom It May Concern,

Pursuant to our agreement dated [Date of Agreement], this letter serves as formal notification that I am submitting payment in the amount of \$[Settlement Amount] as full and final settlement of the debt associated with the above-referenced account.

By accepting and depositing the enclosed payment, [Name of Creditor/Agency] agrees to the following terms:

- The account will be considered paid in full.
- The remaining balance of \$[Remaining Original Balance] will be waived and discharged.
- [Name of Creditor/Agency] will cease all collection activities for this account.
- [Name of Creditor/Agency] will report this account to all relevant credit bureaus as "Paid in Full" or "Settled in Full" within 30 days of receipt of this payment.
- The debt will not be sold, transferred, or assigned to any third-party collection agency.

Please send a written confirmation of the zero balance and the closure of this account to my address listed above once the payment has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]