

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

[Date]

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

Re: Account Number [Your Account Number]

Dear [Contact Name or Collections Manager],

I am writing regarding the outstanding balance on the above-referenced account. I would like to resolve this matter and am proposing the following terms for a settlement.

Due to [briefly mention reason, e.g., financial hardship], I am unable to pay the full balance of \$[Total Amount Owed]. However, I can offer a one-time lump sum payment of \$[Offer Amount] in exchange for the full release of this debt and the account being marked as "Settled in Full" or "Paid in Full."

Alternatively, I am prepared to enter into a monthly payment plan of \$[Monthly Amount] starting on [Date], until the balance is cleared.

If you agree to this proposal, please provide a written confirmation detailing the terms of our agreement. Once I receive the written agreement, I will issue the payment immediately.

Thank you for your time and cooperation in resolving this issue.

Sincerely,

[Your Signature]

[Your Printed Name]