

Date: [Insert Date]

To:

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

From:

[Creditor/Company Name]
[Your Address]
[Contact Information]

Subject: Confirmation of Debt Resolution Agreement

Dear [Debtor Name],

This letter serves as formal confirmation of the debt resolution agreement reached between [Creditor Name] and [Debtor Name] on [Date of Agreement] regarding the outstanding balance on account number [Account Number].

The terms of the agreement are as follows:

- **Current Outstanding Balance:** \$[Amount]
- **Agreed Resolution Amount:** \$[Amount]
- **Payment Deadline/Schedule:** [Insert Date or Payment Plan Details]
- **Method of Payment:** [Insert Payment Method]

Upon receipt and successful processing of the agreed-upon amount, [Creditor Name] agrees to consider the debt settled in full. We will update our records to show a zero balance and, if applicable, notify the relevant credit bureaus that the account has been [Settled/Paid in Full].

Please note that if payment is not received by the agreed-upon date, this resolution agreement may become void, and the full original balance will remain due immediately.

If you have any questions regarding this confirmation, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Creditor/Company Name]