

[Current Date]

[Creditor or Collection Agency Name]

[Street Address]

[City, State, Zip Code]

RE: Settlement Confirmation

Account Number: [Your Account Number]

Total Outstanding Balance: \$[Total Amount Owed]

To [Name of Contact Person or Department],

This letter serves as formal confirmation of the debt settlement agreement reached between [Your Name] and [Creditor/Collection Agency Name] on [Date of Agreement].

The terms of the settlement are as follows:

- **Settlement Amount:** \$[Agreed Settlement Amount]
- **Payment Due Date:** [Date Payment Must Be Received]
- **Payment Method:** [Check/Wire/Online Portal]

By accepting this settlement amount, [Creditor/Collection Agency Name] agrees to the following:

1. The payment of \$[Agreed Settlement Amount] shall be accepted as full and final satisfaction of the aforementioned debt.
2. The account will be closed and marked as "Settled," "Paid in Full," or "Paid for less than full balance" with no further balance due.
3. [Creditor/Collection Agency Name] will cease all collection activities, including phone calls and written correspondence, regarding this account.
4. Within 30 days of receiving the payment, [Creditor/Collection Agency Name] will notify all relevant credit reporting agencies that the account has been satisfied.

Please sign and return a copy of this letter to acknowledge these terms, or provide a signed confirmation on your company letterhead containing the same details before the payment is issued.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]