

Date: [Insert Date]

Creditor/Collection Agency Name: [Insert Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Debtor Name: [Insert Debtor Name]

Account Number: [Insert Account Number]

Total Outstanding Balance: \$[Insert Amount]

Subject: Confirmation of Partial Debt Settlement Agreement

Dear [Insert Contact Name or Department],

This letter serves as formal confirmation of the agreement reached on [Insert Date] regarding the settlement of the above-referenced account.

It is agreed that [Insert Creditor Name] will accept a partial payment of \$[Insert Settlement Amount] as full and final satisfaction of the total debt owed. Upon receipt of this payment, the following terms shall apply:

- The debt will be considered settled in full.
- The remaining balance of \$[Insert Remaining Balance] will be waived and forgiven.
- [Insert Creditor Name] will cease all collection activities, including phone calls and written correspondence.
- The account status will be reported to the credit bureaus as "Settled," "Paid in Full for less than full balance," or a similar designation within [Insert Number] days of payment.

Payment will be made in the amount of \$[Insert Amount] via [Insert Payment Method] on or before [Insert Due Date].

Please acknowledge your acceptance of these terms by signing below and returning a copy of this letter to me, or by providing a confirmation letter on your company letterhead containing these exact terms.

Sincerely,

[Your Signature]

[Your Printed Name]

Authorized Representative (Creditor):

Signature: _____

Date: _____