

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

[Date]

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

RE: Settlement and Account Closure for Account Number: [Your Account Number]

To Whom It May Concern,

This letter serves as formal notification that I am accepting your offer to settle the above-referenced account for the agreed-upon amount of \$[Settlement Amount].

Enclosed is a [Payment Method: e.g., Check/Money Order] in the amount of \$[Settlement Amount] as payment in full. Acceptance of this payment constitutes an agreement between [Creditor Name] and myself that the debt is settled in full for less than the original balance.

By accepting this payment, you agree to the following terms:

- The account will be marked as "Closed" and "Settled in Full."
- The remaining balance will be waived, and no further collection efforts will be pursued.
- Your company will report the updated status of this account to the major credit bureaus (Equifax, Experian, and TransUnion) within 30 days.

Please send a written confirmation within 30 days stating that the account is closed and that the debt has been satisfied.

Sincerely,

[Your Signature]

[Your Printed Name]