

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

[Date]

[Recipient Name or Billing Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Re: Account Number [Your Account Number]

Dear [Contact Person Name or Billing Department],

I am writing regarding the outstanding balance of \$[Amount] on my account. I would like to resolve this matter as soon as possible.

Due to [briefly mention reason: financial hardship / medical issues / job loss / oversight], I have been unable to pay the full amount by the original due date. However, I am committed to clearing this debt and would like to propose the following resolution:

- **Option A (Lump Sum Settlement):** I am prepared to offer a one-time payment of \$[Amount] to settle the account in full.
- **Option B (Payment Plan):** I would like to request a payment plan of \$[Amount] per [week/month] starting on [Date] until the balance is paid.

In exchange for this resolution, I request that you report this account as "Paid in Full" or "Paid as Agreed" to the credit bureaus and cease any further collection activities.

Please let me know if these terms are acceptable or if we can discuss an alternative arrangement. I look forward to hearing from you in writing.

Sincerely,

[Your Signature]

[Your Printed Name]