

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

[Date]

[Name of Creditor/Collection Agency]
[Address]
[City, State, Zip Code]

Re: Settlement Offer for Account Number: [Your Account Number]

Dear [Contact Person or Collections Department],

I am writing regarding the debt associated with the above-referenced account, which you claim is owed in the amount of \$[Total Amount Owed].

I am currently experiencing financial hardship and am unable to pay the balance in full. However, I would like to resolve this matter amicably. I am offering a one-time, lump-sum payment of \$[Settlement Amount] as full and final satisfaction of this debt.

This offer is contingent upon the following conditions:

- You agree to accept the amount of \$[Settlement Amount] as full payment and release me from any further liability regarding this account.
- You agree to report this account to all credit bureaus as "Settled in Full," "Paid in Full," or "Account Closed - Paid as Agreed."
- You agree to remove any negative marks or late payment notations associated with this specific account from my credit reports.
- No further collection efforts will be made, and this account will not be sold or transferred to another agency.

Please provide a written response on your company letterhead confirming your acceptance of these terms. Once I receive the signed agreement, I will send the payment via [Certified Check/Wire Transfer] within [Number] business days.

This offer is valid until [Expiration Date]. This letter is for settlement purposes only and does not constitute an admission of the validity of the debt.

Sincerely,

[Your Signature]

[Your Printed Name]