

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

[Date]

[Name of Contact Person/Department]
[Lender/Financial Institution Name]
[Lender Address]
[City, State, Zip Code]

RE: Settlement Offer and Account Closure

Account Number: [Your Account Number]
Subject: Post-Forbearance Hardship Resolution

To Whom It May Concern,

I am writing regarding the above-referenced account, which was recently placed in a forbearance period due to documented financial hardship. As my forbearance period has concluded, I am still unable to resume the original payment terms or pay the full outstanding balance.

I would like to propose a one-time, lump-sum settlement payment of \$[Insert Amount] as full and final satisfaction of the total debt owed. This offer is made in light of my current financial limitations and represents the maximum amount I can allocate toward this debt.

By accepting this offer, [Lender Name] agrees to the following terms:

- The payment of \$[Insert Amount] will be accepted as "Settled in Full."
- The remaining balance of the debt will be waived and forgiven.
- The account will be closed with a zero balance.
- The status of this account will be reported to the credit bureaus as "Settled" or "Paid in Full."

Please provide written confirmation of your acceptance of these terms. Once I receive your written approval, I will issue the payment via [Method of Payment] within [Number of Days] days.

Thank you for your time and for considering this resolution to my financial hardship.

Sincerely,

[Your Signature]

[Your Printed Name]