

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

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

RE: Settlement and Release of Account Number: [Your Account Number]

To Whom It May Concern,

This letter serves as a formal agreement regarding the resolution of the above-referenced account. It is agreed that the total payment of \$[Dollar Amount] shall constitute full and final satisfaction of the debt.

Upon receipt of the agreed-upon funds, [Name of Collection Agency] agrees to the following:

- The account will be marked as "Closed" and "Paid in Full."
- [Name of Collection Agency] waives all further rights to pursue any legal action, judgments, or further collection efforts against me regarding this specific debt.
- [Name of Collection Agency] will notify all credit reporting agencies (Equifax, Experian, and TransUnion) that the debt has been satisfied.
- The debt is considered legally settled, and no remaining balance will be sold or transferred to any third party.

Please acknowledge your acceptance of these terms by signing below and returning a copy to me. Once I receive the signed agreement, the payment will be issued via [Form of Payment].

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted by Collection Agency Authorized Representative:

Signature: _____

Printed Name: _____

Title: _____

Date: _____