

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

To: Accounts Receivable Department
[Creditor Company Name]
[Creditor Address]
[City, State, Zip Code]

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

To Whom It May Concern,

This letter is regarding the outstanding balance of \$[Total Amount Owed] on the above-referenced account. I am writing to propose a formal settlement to resolve this debt in full.

Due to [mention brief reason, e.g., financial hardship], I am unable to pay the balance in its entirety. However, I am prepared to offer a one-time, lump-sum payment of \$[Settlement Amount] as full and final settlement of this account.

This offer is contingent upon the following terms:

- The payment of \$[Settlement Amount] will be accepted as payment in full for the total balance.
- Upon receipt of payment, your company will release me from any further liability regarding this debt.
- Your company will report this account to the credit bureaus as "Paid in Full" or "Settled in Full."

If these terms are acceptable, please provide a written agreement confirming your acceptance. Once I receive the signed agreement, I will issue the payment via [Method of Payment] within [Number] business days.

Thank you for your time and consideration of this proposal.

Sincerely,

[Your Signature]
[Your Printed Name]