

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

[Date]

[Name of Debt Collector/Agency Contact]  
[Name of Collection Agency]  
[Agency Address]  
[City, State, Zip Code]

**RE: Settlement Agreement regarding FDCPA Violations - [Account Number / Reference Number]**

Dear [Contact Name or Legal Department],

Enclosed please find two (2) signed copies of the Settlement Agreement and Release regarding the Fair Debt Collection Practices Act (FDCPA) violations occurring on [Date of Violation(s)].

As per our previous communications, these documents outline the agreed-upon terms, including:

- The settlement payment amount of \$[Dollar Amount] to be paid by [Collection Agency Name].
- The complete deletion of the above-referenced account from all credit reporting agencies.
- A full release of all claims related to this specific matter.

Please have an authorized representative sign both copies. Retain one copy for your records and return the second fully executed copy to me at the address listed above within [Number] business days.

Once the fully executed agreement is received, I expect the settlement funds to be delivered via [Check/Wire Transfer] no later than [Date].

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: Settlement Agreement and Release (2 copies)