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

[Date]

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

RE: Account Number [Your Account Number]

To Whom It May Concern,

I am writing regarding the outstanding balance on the above-referenced account. I am currently experiencing financial hardship and am unable to pay the full balance of $[Total Amount Owed].

I would like to offer a one-time, lump-sum payment of $[Offer Amount] to settle this debt in full. This offer is intended as a good faith effort to resolve the matter given my current financial limitations.

This offer is contingent upon the following conditions:

- The payment of $[Offer Amount] will be accepted as full and final settlement of the debt.
- Your company will waive all remaining interest, fees, and penalties.
- You will report the account to the credit bureaus as "Settled in Full" or "Paid as Agreed."
- Upon receipt of the payment, you will release me from any further liability regarding this account.

If you agree to these terms, please send a written confirmation on your company letterhead. Once I receive the written agreement, I will issue the payment via [Method of Payment].

Please respond to this offer by [Date]. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]
[Your Printed Name]