WITHOUT PREJUDICE

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

[Creditor/Collection Agency Name]
[Contact Person, if known]
[Address]
[City, State, Zip Code]

Re: Final Settlement Offer Prior to Legal Action
Account Number: [Your Account Number]
Current Balance: $[Total Amount Owed]

Dear [Contact Name or Collections Department],

I am writing regarding the above-referenced account. I acknowledge the debt; however, due to financial hardship, I am unable to pay the balance in full at this time.

In an effort to resolve this matter without the need for litigation or further legal costs, I am prepared to offer a one-time, final lump-sum payment of **$[Offer Amount]**. This amount represents [Percentage]% of the current total balance.

This offer is contingent upon the following terms:

- The payment of $[Offer Amount] shall be accepted as full and final settlement of the debt.
- Your company agrees to release me from any further liability or claims regarding this account.
- The status of the account will be reported to credit bureaus as "Settled in Full" or "Paid as Agreed."
- Any pending legal proceedings or intentions to file suit will be terminated immediately upon receipt of payment.

Please note that this is my final offer. If this offer is not accepted, I may be forced to explore alternative financial options, which could delay or prevent further recovery of the debt.

If you accept these terms, please provide written confirmation on your company letterhead. Once I receive the written agreement, I will remit the funds via [Payment Method] within [Number] business days.

This offer will remain valid until [Expiration Date].

Sincerely,

[Your Signature]
[Your Printed Name]