[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Name of Contact Person or Department]
[Name of Lending Institution/Collection Agency]
[Address]

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

Dear [Contact Name or Collections Department],

I am writing regarding the outstanding balance of $[Total Debt Amount] on the above-mentioned account.

I am currently experiencing financial hardship and am unable to pay the full balance. However, I am able to offer a one-time lump sum payment of $[Offer Amount] to settle this debt in full. This offer represents approximately [Percentage]% of the total balance.

This offer is contingent upon the following conditions:

- The payment of $[Offer Amount] will be accepted as full and final settlement of the debt.
- You agree to cease all further collection activities and legal actions regarding this account.
- You agree to report the account to all credit bureaus as "Settled in Full," "Paid as Agreed," or "Account Closed/Paid in Full."
- The remaining balance of $[Remaining Balance] will be forgiven and waived.

If you accept these terms, please provide a written confirmation on company letterhead. Once I receive the written agreement, I will send the payment via [Method of Payment, e.g., Certified Check] within [Number] business days.

Please note that this offer is valid until [Expiration Date].

Sincerely,

[Your Signature]

[Your Printed Name]