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

[Date]

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

**Re: Settlement Offer for Account Number: [Your Account Number]**

To Whom It May Concern,

I am writing in response to your recent communication regarding the outstanding balance on the above-referenced account. I acknowledge the debt; however, due to financial hardship, I am unable to pay the full balance of $[Total Balance Amount].

I have reviewed your previous offer, and I would like to propose a counter-offer to resolve this matter permanently. I am prepared to offer a one-time, lump-sum payment of $[Your Counter-Offer Amount] as full and final settlement of this debt.

This offer is contingent upon the following conditions:

- The payment of $[Your Counter-Offer Amount] will be accepted as full satisfaction of the debt.
- Your company will waive all remaining interest, penalties, and fees.
- You will report this account to all credit bureaus as "Paid in Full" or "Settled in Full."
- You will cease all collection activities and legal actions regarding this account.

Please provide a written agreement confirming your acceptance of these terms. Once I receive the signed agreement on your company letterhead, I will issue the payment via [Certified Check/Money Order/Wire Transfer] within [Number] business days.

This offer is valid until [Expiration Date]. If I do not hear from you by this date, I will assume the offer is declined and will explore other financial options.

Sincerely,

[Your Signature]

[Your Printed Name]