WITHOUT PREJUDICE

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

[Creditor/Debt Collector Name]
[Address]
[City, State, Zip Code]

Re: Account Number: [Your Account Number]

Dear [Contact Person Name or Collections Department],

I am writing regarding the outstanding balance of [Total Amount Owed] on the above-referenced account.

I am currently experiencing financial difficulties and am unable to pay the full balance at this time. However, I am prepared to offer a one-time, lump-sum payment of [Settlement Amount] as full and final settlement of this debt.

This offer is made on the condition that, upon receipt of the payment:

- The account will be marked as "settled" or "satisfied" in full.
- All collection activities will cease immediately.
- No further claims will be made against me regarding this debt.
- Credit reporting agencies will be updated to show the account balance as zero.

Please note that this offer is made "Without Prejudice" and does not constitute an admission of liability for the full amount claimed. This offer is valid until [Expiry Date].

If you accept this proposal, please provide written confirmation on your company letterhead. Once I receive the written agreement, I will arrange for the payment to be sent via [Method of Payment].

Sincerely,

[Your Signature]
[Your Printed Name]