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

[Date]

[Creditor Name]
[Creditor Department, if applicable]
[Creditor Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing regarding the outstanding balance on the above-referenced account. Currently, my records indicate a past due balance of $[Total Amount Owed].

Due to financial hardship, I am unable to pay the full balance at this time. However, I would like to resolve this matter amicably. I am offering a one-time, lump-sum payment of $[Offer Amount] as full and final settlement of this debt.

This offer is contingent upon the following conditions:

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

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

Please note that this offer is valid until [Expiration Date]. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]