

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To: [Creditor Name or Law Firm Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip]

Re: Settlement Offer for Account/Case Number: [Number]

Dear [Name of Contact Person or Collections Department],

I am writing regarding the judgment or debt associated with the above-referenced account. I am aware that your office may be considering or has initiated the process for a wage garnishment or bank levy.

Before further legal costs are incurred by both parties, I would like to offer a one-time, lump-sum settlement of \$[Amount] to resolve this matter in its entirety. This offer is made in a good-faith effort to satisfy the debt without the need for involuntary collection actions.

Terms of Settlement:

- Payment of \$[Amount] will be made within [Number] days of receiving your written acceptance of this offer.
- This payment shall constitute full and final satisfaction of the debt, including all interest, late fees, and legal costs.
- Your office agrees to immediately cease and withdraw any pending garnishment orders or legal executions upon receipt of the funds.
- The judgment shall be marked as "Satisfied in Full" with the appropriate court within [Number] days of payment.

Please note that my current financial situation is [briefly describe, e.g., limited], and a garnishment would result in extreme hardship. This settlement offer is an attempt to prioritize your payment over other obligations.

This offer shall remain valid until [Date]. Please send your written acceptance or counter-offer to my address listed below. Any agreement must be in writing and signed by an authorized representative of your firm before payment is issued.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]