

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

[Name of Debt Collector/Collection Agency]
[Address]
[City, State, Zip Code]

Re: Account Number [Your Account Number]

To Whom It May Concern,

I am writing regarding the debt associated with the account number listed above. Based on my records and the date of the last activity on this account, the statute of limitations for legal action to collect this debt has expired. As a result, this debt is time-barred, and you can no longer successfully sue me in court to collect it.

Although I am under no legal obligation to pay this debt, I am willing to offer a one-time settlement payment of \$[Amount You Are Offering] to resolve this matter and have the account closed permanently. This offer is made solely for the purpose of settlement and is not an acknowledgment of the debt, nor is it a waiver of the statute of limitations.

This offer is contingent upon the following conditions:

- The offered amount is accepted as "Full and Final Settlement" of the entire debt.
- You agree to cease all collection activity and communication regarding this account upon receipt of payment.
- You agree to report the account to all credit bureaus as "Settled in Full" or "Paid in Full," or ideally, remove the trade line entirely.
- You provide a written agreement signed by an authorized representative accepting these terms before I send any payment.

Please note that making a partial payment without a written agreement may restart the statute of limitations in some jurisdictions. Therefore, I will not send any funds until I receive your written acceptance of these terms on your company letterhead.

I look forward to your written response within 30 days.

Sincerely,

[Your Signature]
[Your Printed Name]