

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

[Creditor or Collection Agency Name]
[Address]
[City, State, Zip Code]

Re: Account Number [Your Account Number]

Dear [Name of Contact Person or Debt Collector],

I am writing in response to your recent communication regarding the debt associated with the account number listed above.

Please be advised that this debt is time-barred. According to my records and the laws of the state of [Your State], the statute of limitations for legal action to collect this debt has expired. Consequently, you no longer have the legal right to sue me for payment of this debt.

Although I am not legally obligated to pay this debt, I am willing to offer a one-time payment of \$[Amount] as a full and final settlement of this account. This offer is made in exchange for your written agreement to the following terms:

- The payment of \$[Amount] will be accepted as full satisfaction of the debt.
- The account will be closed and marked as "paid in full."
- You will cease all further collection efforts and communication regarding this debt.
- You will remove any negative reporting associated with this account from all credit reporting agencies.

This offer is valid for [Number] days from the date of this letter. If you accept these terms, please send a signed agreement on your company letterhead. Once I receive the written agreement, I will send the payment via certified mail.

Please note that this settlement offer is not an admission of liability, nor does it waive my right to assert that the statute of limitations has expired should you attempt to pursue legal action.

Sincerely,

[Your Signature]

[Your Printed Name]