

Date: [Insert Date]

To: [Name of Creditor/Collection Agency]

Address: [Street Address]

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

Re: Account Number: [Insert Account Number]

Dear [Name of Contact Person or Department],

This letter serves as a formal proposal for a Mutual Release and Final Resolution regarding the above-referenced account. Based on my records, the alleged debt in question is time-barred, as the statute of limitations for legal enforcement in the state of [Insert State] has expired.

Without admitting any liability for the alleged debt, I am offering a one-time, final payment of \$[Insert Amount] in exchange for a full and mutual release of all claims. This agreement is contingent upon the following terms:

- **Full Satisfaction:** The payment shall be accepted as full and final settlement of the account.
- **Mutual Release:** Both parties agree to release, acquit, and forever discharge each other from any and all claims, liabilities, or causes of action related to this account.
- **Credit Reporting:** You agree to remove any negative marks, late payments, or "collection" statuses related to this account from all credit reporting agencies (Equifax, Experian, and TransUnion) within 30 days of receiving payment.
- **No Future Sale:** You agree that this account will not be sold, transferred, or assigned to any other third-party debt collector or entity.
- **Cease and Desist:** Upon receipt of the settlement funds, all collection activity and communication regarding this matter shall cease permanently.

Please indicate your acceptance of these terms by signing below and returning a copy of this letter to me. Once I receive the signed agreement, I will remit the payment via [Insert Payment Method, e.g., Certified Check].

This offer shall remain valid until [Insert Expiration Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your City, State, Zip]

ACCEPTED AND AGREED TO BY:

Name & Title: _____

Signature: _____

Date: _____