

Date: [Insert Date]

To: [Creditor or Collection Agency Name]

Address: [Creditor Address]

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

From: [Your Name]

Address: [Your Address]

Account Number: [Your Account Number]

Subject: Offer to Settle Debt / Notice of Expired Statute of Limitations

Dear [Contact Person or Collections Department],

I am writing regarding the above-referenced account. Based on my records, the statute of limitations for legal action on this debt has expired under the laws of [Insert Your State]. While I am no longer legally obligated to pay this debt, I would like to resolve this matter permanently through a settlement offer.

I am offering a one-time, lump-sum payment of \$[Insert Amount] in exchange for the following conditions:

- The payment shall be accepted as full and final settlement of the entire debt.
- The remaining balance will be waived and forgiven.
- You agree to stop all collection activities and remove any negative reporting associated with this account from my credit reports (or mark it as "Paid in Full").
- No further interest, fees, or penalties will be added.

This offer is not an acknowledgment of the debt, nor is it a promise to pay the full amount. It is a good-faith attempt to settle an expired claim. This offer will remain valid until [Insert Expiration Date].

If you agree to these terms, please send a written confirmation on your company letterhead. Once I receive the written agreement, I will send the payment via [Certified Check/Money Order]. Do not send a payment request until the written agreement is provided.

Sincerely,

[Your Signature]

[Your Printed Name]