

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

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

**Re: Account Number [Your Account Number]**

Dear Sir/Madam,

I am writing regarding the above-mentioned account. I have taken legal advice and believe that this debt is currently unenforceable under the [Insert Relevant Act, e.g., Consumer Credit Act].

While I do not acknowledge any liability for this debt and maintain that it remains unenforceable, I would like to resolve this matter permanently. I am prepared to offer a voluntary ex-gratia payment of \$[Insert Amount] as a full and final settlement of this account.

This offer is made on the strict condition that:

- The payment is accepted as full and final settlement of the entire balance.
- No further action will be taken to recover any remaining balance by your company or any third party.
- The account will be closed and marked as "settled" or "satisfied" on all credit reference agency records.
- You confirm in writing that you accept these terms before I send the payment.

Please note that this offer is made without prejudice and does not constitute an admission of liability or a restart of any limitation period.

I look forward to receiving your written acceptance of this offer within [Number] days.

Yours faithfully,

[Your Signature]

[Your Printed Name]