

WITHOUT PREJUDICE / SUBJECT TO CONTRACT

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

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

Re: Settlement Agreement for Account Number: [Account Number]

Dear [Contact Person Name or Collections Department],

I am writing regarding the alleged debt associated with the account number referenced above. I do not acknowledge any liability for this debt and maintain that this account is statute-barred under the [Insert Local Law/Act, e.g., Limitation Act 1980].

Despite the expiration of the limitation period, I am prepared to offer a one-time, final settlement payment of [Insert Amount] in exchange for the permanent closure of this file and the cessation of all collection activities.

This offer is made on the following conditions:

- The payment of [Insert Amount] will be accepted as full and final settlement of the entire alleged balance.
- No further pursuit of this debt will be made by your company or any third party.
- You will update all relevant credit reference agencies to show the account as "Satisfied" or "Settled" in full.
- This payment does not constitute an admission of liability or a reaffirmation of the debt for the purposes of restarting any limitation periods.

If you accept these terms, please provide written confirmation on company letterhead within [Number] days. Once I receive your written acceptance, I will remit the funds via [Insert Payment Method].

I look forward to your response.

Yours sincerely,

[Your Signature]
[Your Printed Name]