

Date: [Insert Date]

[Creditor/Collection Agency Name]

[Address Line 1]

[City, State, Zip Code]

RE: Account Number [Insert Account Number]

Dear [Contact Name or Collections Department],

I am writing regarding the above-referenced account. I am currently experiencing financial hardship and am unable to pay the full outstanding balance of \$[Insert Total Balance].

I would like to propose a limited settlement to resolve this matter. I offer a one-time, lump-sum payment of \$[Insert Offer Amount] in exchange for the full release of the remaining balance and the closure of this account. This offer is made for settlement purposes only and does not constitute an admission of the validity of the debt.

This offer is contingent upon the following terms:

- The payment of \$[Insert Offer Amount] will be accepted as "Paid in Full."
- The remaining balance of \$[Insert Remaining Balance] will be mitigated/forgiven.
- Your company agrees to report this account as "Settled" or "Paid in Full" to all credit reporting agencies.
- Your company agrees to cease all further collection activities and will not sell the remaining balance to a third party.

If these terms are acceptable, please provide a written agreement signed by an authorized representative on company letterhead. Once I receive the written confirmation, I will issue the payment via [Insert Payment Method].

This offer will remain valid for [Insert Number] days from the date of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]