

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Name of Creditor/Collection Agency]  
[Attn: Accounts Department]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Good Faith Structured Debt Settlement Offer**

Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally propose a good faith structured settlement regarding the outstanding balance on the above-referenced account. Due to unexpected financial challenges, I am unable to pay the full balance at once, but I am committed to resolving this debt through a structured payment plan.

**Proposed Settlement Terms:**

- **Total Settlement Amount:** \$[Total amount you are offering to pay]
- **Down Payment:** \$[Initial payment amount] to be paid by [Date]
- **Monthly Installments:** \$[Monthly amount] for [Number of months] months
- **Payment Start Date:** [Date of first monthly payment]

This offer is made in good faith. Upon completion of the payments outlined above, [Name of Creditor] shall agree to consider the debt settled in full and release me from any further liability regarding this account. Furthermore, I request that you report this account to the credit bureaus as "Settled in Full" or "Paid as Agreed" once the final payment is received.

Please provide a written response within [Number of days, e.g., 14] business days confirming your acceptance of these terms. Once I receive your written agreement, I will initiate the first payment as scheduled.

Thank you for your time and cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]