

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Creditor Name/Collection Agency Name]

[Attention: Billing Department]

[Address]

[City, State, Zip Code]

RE: Good Faith Settlement Offer for Account: [Account Number]

Dear [Contact Person Name or Billing Department],

I am writing this letter in regard to the outstanding balance of \$[Total Amount Owed] currently owed on the above-referenced account.

Due to [briefly mention reason, e.g., unexpected financial hardship], I have fallen behind on my payments. However, I am committed to resolving this debt and am making this proposal in good faith as a full and final settlement of the arrears.

I am offering a lump-sum payment of \$[Offer Amount]. This amount represents [Percentage]% of the total balance. This is the maximum amount I can afford at this time to settle the account in its entirety.

Upon acceptance of this offer, I request that:

- The payment be accepted as a full and final settlement of the debt.
- Any negative information reported to credit bureaus regarding this account be updated to "Settled" or "Paid in Full."
- All further collection efforts and interest accrual cease immediately.

If you agree to these terms, please provide a written confirmation of acceptance on your company letterhead. Once I receive the written agreement, I will issue the payment via [Method of Payment] within [Number] business days.

Thank you for your time and for considering this proposal. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]