

[First Name] [Middle Name] [Last Name] [Suffix]
[Company]
[Company Street Address]
[Company City] [Company State] [Company Zipcode]

DATE

[CC]
Attn: [Contact First Name] [Contact Middle Name] [Contact Last Name] [Contact Suffix]
[CC Street Address]
[CC City], [CC State] [CC Zip Code]

Re: Debtor's Settlement Offer for Account No. [Account Number]

This is a settlement offer for [Company] (Debtor) concerning debt owed to [CC] (Creditor), who claims the amount to be owed on account no. [Account Number] is \$[Balance]. Please accept this offer to settle this account under the following conditions:

1. For good and valuable consideration, the parties agree to settle the account in full for the sum of \$ [Offer]. This amount is accepted as full and total payment on said debt and in complete discharge, release, satisfaction, and settlement of all monies presently due, provided that the sum agreed herein shall be fully and punctually paid in the following manner:

Debtor shall postmark and mail full payment of the agreed upon sum within day(s) of the execution of this agreement;

All payments are to be made at the offices of the Creditor at [CC Street Address], [CC City], [CC State] [CC Zip Code]

2. The Creditor agrees to freeze the account without any additional fees or interest being added to the balance, provided Debtor fulfills the agreed upon settlement obligations.

3. The Creditor agrees to have the account marked current to all credit reporting agencies.

4. The Creditor agrees to remove all negative information concerning this account from the Debtor's credit record with all credit reporting agencies as soon as this agreement is satisfied.

5. This agreement shall be governed under the laws of [CC State], and shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

If the above terms are acceptable to [CC], please respond in writing, on your company letterhead, acknowledging your acceptance and the terms as you agree to them. As soon as I receive your acceptance of this offer, I will start making payments as agreed.

Sincerely,

[First Name] [Middle Name] [Last Name] [Suffix]
[Company]