

From:
Address:
City/State/ZIP:
Phone:
Email:

Date:

To:
Department:
Address:
City/State/ZIP:

Subject: Settlement Offer for Account Number:

Dear _____,

I am writing to formally propose a settlement for the outstanding debt on my credit card account, as referenced above. My intention is to resolve this matter amicably.

I propose a lump-sum payment of: \$ _____

I will provide this payment within: _____ days of written acceptance.

This offer is subject to the following conditions:

1. The payment of \$ _____ will be considered payment in full.
2. You will cease all collection activities related to this debt immediately.
3. You agree to report this account as 'Paid in Full' or 'Settled in Full' to TransUnion, Experian, and Equifax.
4. You will provide written confirmation that the debt is settled and the account closed.
5. This settlement offer and its terms are confidential.
6. This offer is not an admission of liability in any future proceeding.

Sincerely,