

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Collection Agency Name]
[Collection Agency Address]
[City, State, ZIP Code]
Subject: Debt Settlement Offer

Dear [Collection Agency],

I am writing to discuss the account referenced by [Account Number]. I acknowledge the outstanding balance of [Total Debt Amount] and am interested in resolving this debt through a settlement.

Due to [brief explanation of your financial situation], I am unable to pay the full amount. However, I am willing to offer [Your Offer Amount] as a settlement to resolve this account. I believe this is a fair offer considering my current circumstances.

If you are willing to accept this offer, please provide me with a written agreement stating that the remaining balance will be forgiven upon receipt of my payment. I request that you also report this account as "settled" to the credit bureaus.

I appreciate your understanding and hope to resolve this matter amicably. Please respond within [number of days, e.g., 30 days] to my proposal.

Thank you for your attention to this matter.

Sincerely,
[Your Name]