

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

[Debts Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Subject: Confirmation of Debt Settlement Agreement

Dear [Creditor's Name],

I hope this message finds you well. I am writing to confirm our agreement regarding the settlement of my debt with your organization as discussed on [date of agreement].

Details of the agreement are as follows:

- Total Debt Amount: \$[Total Amount]
- Settlement Amount: \$[Settled Amount]
- Payment Schedule: [Payment Terms - e.g., one-time payment or installment details]
- Due Date(s): [Specific Due Dates or "immediate payment"]

I appreciate your cooperation in reaching this settlement and look forward to resolving this matter amicably. Please confirm your acceptance of these terms by signing and returning a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number (if applicable)]

Enclosure: [Copy of the signed agreement or any other related document]