**DEBT SETTLEMENT OFFER LETTER**

**From:**

[ DEBTOR NAME ]

[ DEBTOR ADDRESS LINE 1 ]

[ DEBTOR ADDRESS LINE 2 ]

**To:**

[ CREDITOR COMPANY ]

[ CREDITOR ADDRESS LINE 1 ]

[ CREDITOR ADDRESS LINE 2 ]

Date: [ EX: JANUARY 1ST, 2022 ]

Account Number: [ ##### ]

**RE: COLLECTIONS LETTER RECEIVED**

To Whom This May Concern,

This letter does not grant my acceptance of money owed, although, it provides an offer at which I would be willing to pay in order to remove this claim.

The amount I am willing to offer is [ EX: "FIVE-HUNDRED" ] Dollars ($[ EX: $500.00 ]).

If you should accept my offer, payment would be made immediately. Feel free to contact me via any of the following contact methods:

E-Mail: [ DEBTOR EMAIL ADDRESS (OPTIONAL) ]

Cell Phone: [ DEBTOR CELL PHONE (OPTIONAL) ]

Home Phone: [ DEBTOR HOME PHONE (OPTIONAL) ]

Work Phone: [ DEBTOR WORK PHONE (OPTIONAL) ]

Sincerely,

Signature

[ DEBTOR PRINTED NAME ]

Printed Name