

Debt Settlement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Confirmation of Debt Settlement Terms

Dear [Creditor's Name],

I am writing to confirm the terms of our agreement regarding the settlement of my outstanding debt, account number [insert account number]. This letter serves as a formal acknowledgment of our conversation on [insert date].

Settlement Terms:

- Total Debt Amount: \$[insert amount]
- Settlement Offer: \$[insert settlement amount]
- Payment Due Date: [insert due date]
- Payment Method: [insert payment method]

As per our agreement, upon receipt of the settled amount, you will update my account to reflect the debt as "Paid in Full" and provide a written confirmation of this update.

Thank you for your assistance and understanding. Please do not hesitate to contact me should you need any further information.

Sincerely,

[Your Name]