

Debt Settlement Acceptance Letter

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]

Dear [Creditor's Name],

I am writing to formally accept the settlement offer regarding the outstanding debt I owe, account number [Insert Account Number]. I appreciate your willingness to work with me on this matter.

The terms of the settlement, as we discussed, are as follows:

- Total Amount to be Paid: [Insert Amount]
- Payment Deadline: [Insert Date]
- Payment Method: [Insert Payment Method]

I understand that once this settlement is paid in full, the remaining balance will be considered satisfied, and this account will be marked as "Paid in Full" on my credit report.

Please confirm your acceptance of this settlement arrangement by signing below and returning a copy of this letter to me by [Insert Date].

Thank you for your attention to this matter. I look forward to resolving this debt promptly.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]

Accepted by:

[Creditor's Signature]
[Creditor's Printed Name]
[Date]