

Debt Settlement Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Creditor's Name]

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

Dear [Creditor's Name],

Thank you for your proposal regarding the settlement of my outstanding debt with your organization. I am writing to formally accept your offer of [insert agreed amount] to settle my debt account number [insert account number].

As per our agreement, I will make the payment of [insert amount] on or before [insert date]. This payment will satisfy my obligation to your company in full, and I request that you provide written confirmation of this settlement once the payment is received.

Thank you for your assistance in reaching this agreement. Please let me know if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]