

Debt Settlement Notification

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to notify you that I have reached a settlement agreement regarding my outstanding debt with your organization, account number [Insert Account Number].

As per our discussions, I have agreed to the following terms:

- Settlement Amount: [Insert Settlement Amount]
- Payment Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]

Upon receipt of the agreed settlement amount, I expect that you will consider the debt settled in full and report this to the credit bureaus accordingly.

Please confirm your acceptance of this settlement by signing and returning a copy of this notification at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]