

# Letter of Acknowledgment of Credit Card Debt Settlement Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to formally acknowledge the settlement agreement reached regarding my credit card debt associated with account number [Account Number].

As per our agreement, I understand that the total settled amount is [Settlement Amount], to be paid in [number of payments] installments, with the final payment due on [Final Payment Date]. I appreciate your cooperation in resolving this matter amicably.

I request that you confirm the terms of this settlement in writing, including the impact this settlement will have on my credit report.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]