

Credit Card Debt Settlement Agreement

Date: [Insert Date]

From: [Your Name] [Your Address] [City, State, Zip] [Email Address] [Phone Number]

To: [Creditor's Name] [Creditor's Address] [City, State, Zip]

Subject: Agreement to Settle Credit Card Debt

Dear [Creditor's Name],

I am writing to formally propose a settlement regarding the outstanding balance on my credit card account ([Account Number]). As of today, the total debt is approximately [Total Amount Owed].

Due to [briefly explain your financial situation], I am unable to pay the full amount owed. I would like to propose a settlement for [Settlement Amount] as a full payment of my debt. I believe this amount is fair considering my current financial difficulties.

If you agree to this settlement, I request that you provide a written confirmation outlining the terms of our agreement, including that this payment will be considered as full satisfaction of the debt and that my credit report will be updated accordingly.

I appreciate your understanding and look forward to resolving this matter amicably. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]