

Debt Settlement Confirmation

Date: [Insert Date]

To: [Insert Debtor's Name]

[Insert Debtor's Address]

Re: Confirmation of Credit Card Debt Settlement Terms

Dear [Debtor's Name],

We are pleased to confirm the following terms regarding the settlement of your credit card debt with [Insert Creditor's Name]:

- Current Outstanding Debt: \$[Insert Amount]
- Settlement Amount: \$[Insert Settlement Amount]
- Payment Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]
- Settlement Agreement Effective Date: [Insert Effective Date]

Upon receipt of the agreed settlement amount by the due date, your remaining balance will be considered settled, and you will receive written confirmation of this settlement.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

Accepted by: _____ Date: _____

[Debtor's Name]