

Payment Settlement Agreement for Credit Card Balances

Date: _____

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Subject: Payment Settlement Agreement

Dear [Credit Card Company],

I am writing to propose a settlement agreement regarding my credit card balance with account number [Account Number]. As of the date of this letter, the total outstanding balance is \$[Total Amount]. Due to unforeseen circumstances, I am unable to pay the full amount and would like to negotiate a settlement.

I propose to make a lump sum payment of \$[Proposed Settlement Amount] in exchange for the forgiveness of the remaining balance. I believe this arrangement would be beneficial for both parties, allowing me to settle my debt and you to recover a portion of the outstanding amount.

If you agree to this settlement proposal, please provide a written confirmation that outlines the terms of this agreement, including the payment acceptance and the discharge of the remaining balance.

Thank you for considering my proposal. I look forward to your prompt response so we can resolve this matter amicably.

Sincerely,

[Your Name]