

Debt Settlement Agreement

Date: [Insert Date]

From:

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

To:

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Re: Debt Settlement Agreement

Dear [Creditor's Name],

This letter serves as a formal agreement between us regarding the settlement of my outstanding debt with your organization, under account number [Account Number].

In consideration of my current financial situation, I propose the following terms for settling the debt:

- Total Debt Amount: \$[Original Debt Amount]
- Settlement Amount: \$[Proposed Settlement Amount]
- Payment Schedule: [e.g., One-time payment, monthly installments]
- Due Date for Payment: [Insert Due Date]

Upon receipt of the agreed settlement amount, I request that you update my credit report to reflect this debt as "settled in full" and cease any further collection activities.

Thank you for considering this settlement proposal. Please confirm your acceptance of these terms by signing below and returning a copy to me at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]

Acceptance of Terms

Agreed and accepted by:

[Creditor's Name] _____

[Title] _____

Date: _____