

Letter of Representation for Debt Settlement

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Re: Authorization to Settle Debt on My Behalf

Dear [Creditor's Name],

I, [Your Full Name], of [Your Address], hereby appoint [Proxy's Full Name] as my representative and agent to act on my behalf in negotiating and settling my debt with your agency. This representation includes the authority to discuss my account, access relevant information, and negotiate terms of settlement.

Details of the debt are as follows:

- Account Number: [Your Account Number]
- Outstanding Amount: [Amount Owed]

This authorization is valid until [End Date or Duration]. Please extend all necessary cooperation to [Proxy's Full Name] in this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]