

Debt Negotiation Conclusion and 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]

Dear [Creditor's Name],

We are pleased to confirm the conclusion of our debt negotiation regarding the outstanding balance of [Debt Amount] associated with account number [Account Number]. After careful consideration, we have reached the following agreement:

Agreement Details:

- Total Debt Amount: [Debt Amount]
- Agreed Settlement Amount: [Settlement Amount]
- Payment Plan: [Details of Payment Plan]
- Final Payment Due Date: [Final Payment Due Date]
- Mutual Release of Claims: [Any additional terms]

By signing below, both parties agree to the terms outlined in this letter. Please confirm your acceptance of this agreement by signing and returning a copy of this letter by [Return Date].

Thank you for your cooperation in resolving this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title, if applicable]

[Creditor's Name]
Signature: _____
Date: _____