

Settlement Terms Agreement

Date: [Insert Date]

To: [Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Re: Settlement Agreement for Account Number: [Insert Account Number]

Dear [Creditor's Name],

We are writing to confirm the terms of the settlement agreement regarding the outstanding balance on the above-referenced account.

Settlement Terms

- Total Debt Amount: \$[Insert Amount]
- Settlement Amount: \$[Insert Settlement Amount]
- Payment Due Date: [Insert Due Date]
- Payment Method: [Insert Payment Method]

Upon receipt of the settlement amount, the remaining balance will be considered paid in full, and you will provide a written confirmation of the resolution of this account.

We appreciate your cooperation in this matter and look forward to your confirmation of the above terms.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]