

Debt Settlement Agreement Notification

Date: [Insert Date]

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

To: [Debtor's Name]
[Debtor's Address]
[City, State, Zip Code]

Dear [Debtor's Name],

We are writing to formally notify you of the debt settlement agreement we have reached regarding your outstanding balance of [Insert Debt Amount]. As per our discussions, we have agreed upon the following terms:

- Total Debt Amount: [Insert Debt Amount]
- Settled Amount: [Insert Settled Amount]
- Due Date for Payment: [Insert Due Date]
- Payment Method: [Insert Payment Method]
- Consequences of Default: [Insert Consequences]

This agreement will be binding upon receipt of the settled amount. Please sign and return the enclosed copy of this letter to confirm your acceptance of the terms.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]