

# Debt Settlement Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Subject: Acceptance of Debt Settlement Offer

Dear [Creditor's Representative's Name],

I am writing to formally accept your offer of a debt settlement regarding account number [Insert Account Number]. As discussed, I agree to settle the outstanding balance of [Insert Debt Amount] for the total payment of [Insert Settlement Amount].

As per our agreement, I will make the payment of [Insert Settlement Amount] by [Insert Payment Date]. Upon receipt of this payment, I request that you update my credit report to reflect the account as settled and send me a confirmation letter.

Thank you for your assistance in this matter. I look forward to resolving this debt amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]