

Debt Settlement Confirmation

Date: [Insert Date]

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

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

Dear [Creditor's Name],

This letter is to formally confirm the agreement reached regarding the settlement of my outstanding debt with your company. As per our discussions, I am pleased to confirm the following details:

- **Total Amount Due:** [Insert Amount]
- **Settled Amount:** [Insert Settled Amount]
- **Settlement Date:** [Insert Date]
- **Payment Method:** [Insert Payment Method]

Upon receipt of the agreed-upon settled amount, I expect that you will consider this account as settled in full, and no further claims will be pursued regarding this debt.

Thank you for your assistance in this matter. Please confirm receipt of this letter and the details of our agreement.

Sincerely,

[Your Name]