

Settlement Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Collector's Name]

[Collector's Company]

[Collector's Address]

[City, State, Zip Code]

Dear [Collector's Name],

I am writing to formally accept your settlement offer dated [Insert Offer Date] regarding the account number [Insert Account Number]. After careful consideration, I agree to the terms outlined in your proposal, including the total settlement amount of [Insert Settlement Amount].

Please confirm in writing that this settlement will resolve the account in full and that you will report this account to the credit bureaus as settled. I would appreciate your prompt response to expedite this process.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]