

Credit Card Direct Settlement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Credit Card Issuer's Name]

[Credit Card Issuer's Address]

[City, State, ZIP Code]

Dear [Credit Card Issuer's Name],

I am writing to request a direct settlement on my credit card account. My account number is [Insert Account Number]. I would like to settle my outstanding balance of [Insert Amount] directly.

Please let me know the next steps and any information you require from my end to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]