

Account ending in XXXXX

To whom it may concern:

I'm writing this to address the account ending with XXXXX with an outstanding balance of \$XXXX.XX.

This letter is not an acknowledgement of the debt, nor do I accept responsibility for or ownership of it. However, I am willing to compromise and offer a payment of \$XXXXXX in exchange for your agreement to the following terms:

- You will immediately notify all of the credit bureaus you report to (Experian/Equifax/Transunion) to remove all references to this account from my credit reports
- You will not list this debt as a "settled account" or a "paid collection" on my credit report
- You agree that this payment will satisfy the debt in full; you will not attempt to sell, reassign or transfer this debt to another debt collection agency or creditor
- You will not discuss the details of this agreement with anyone, including the credit bureaus you furnish information to

As noted, this is not a promise to pay, but a restricted settlement offer. Payment is contingent upon your acceptance of the terms listed above. If you accept this offer, please send me an agreement signed by an authorized representative on your company letterhead. When I receive your written and signed agreement, I will make the payment offer of \$XXXXXX via certified check or wire transfer.

If I do not receive a response to this offer within 15 days, I will withdraw the offer and contact other creditors.

Thank you for your time. I look forward to resolving this matter quickly and positively.

Sincerely,

NAME LASTNAME

ADDRESS