

Regarding: Account No.XXXXXXXXXX

[Creditor's Name]

[Creditor's Address]

[City, Zip Code]

[Creditor's Phone Number]

To whom it may concern:

I'm writing this letter to address the account on my credit report with the account number **[account number]**, which currently shows an outstanding balance of **[value of account]**.

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 **[proposed amount]** 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 **[proposed payment]** via **[payment method]**.

If I do not receive a response to this offer within **[number, usually 15 or 20]** days, I will withdraw the offer and exercise my right to dispute the debt (as outlined in the Fair Debt Collection Practices Act).

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

Sincerely,

[Your Name (typed, not signed)]