

DEBT SETTLEMENT LETTER

Creditor Name: _____

Creditor Address: _____

City, State, ZIP: _____

Debtor Name: _____

Debtor Address: _____

City, State, ZIP: _____

Account Number / Reference: _____

Subject: Proposal for Debt Settlement

Dear Sir or Madam,

I am writing to formally propose a settlement concerning the outstanding debt referenced above. This proposal is made with the intention of resolving the debt amicably and avoiding further collection actions or legal proceedings.

1. Debt Details and Acknowledgment

The undersigned acknowledges that there is an unpaid balance owed to you. The total amount claimed by you is accurate to the best of my knowledge. This proposal does not waive any rights associated with the debt but aims to provide a mutually agreeable resolution.

2. Settlement Offer

I propose to pay a lump sum amount of \$_____ (the "Settlement Amount") as full and final settlement of the debt. This amount is offered as payment in full and upon your acceptance, the remaining balance shall be considered fully satisfied and discharged.

3. Payment Terms

The Settlement Amount will be paid in full by cashier's check, wire transfer, or another immediately available funds method upon your written acceptance of this offer. Payment shall be made within ____ days of the acceptance date.

4. Release of Claims

Upon receipt and clearance of the Settlement Amount, you agree to provide a written confirmation releasing the undersigned from any further liability related to this debt, including any claims, demands, or causes of action arising out of or relating to the debt.

5. No Admission of Liability

This proposal and any payment made pursuant to it are not to be construed as an admission of liability by the undersigned but solely as a compromise of a disputed claim.

6. Confidentiality

The terms of this settlement and any communications regarding it shall remain confidential and not be disclosed to any third party except as required by law or permitted in writing by both parties.

7. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the United States and the applicable state law governing debt settlements.

8. Entire Agreement

This letter constitutes the entire agreement between the parties regarding the subject matter herein and supersedes any prior understandings or agreements, oral or written.

Please indicate your acceptance of this proposal by signing below and returning a copy to me at your earliest convenience.

CREDITOR SIGNATURE

Signature: _____
Name: _____
Title: _____
Date: _____

DEBTOR SIGNATURE

Signature: _____
Name: _____
Title: _____
Date: _____

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