

[Your Name]
[Your Address]
[Your Phone Number]

[Original Creditor Or Collection Agent's Name]
[Department]
[Original Creditor Or Collection Agent's Address]

[Today's Date]

Re: *[Account Number]*

Dear *[Original Creditor Or Collection Agent Name]*;

This letter confirms the settlement offer agreement between your customer service representative *[his/her name]* and me over the telephone on *[date]*.

The amount *[his/her name]* and I agreed upon to settle the debt is \$ *[amount]* to paid on *[payment date or dates]*.

Please notify the credit reporting agencies to update this account line as "Paid/Zero Balance" or remove any negative information related to this account.

Your customer service representative said I should expect a written settlement agreement from your company. When I receive the agreement, I will forward you the settlement amount via money order in accordance with our agreement.

Sincerely,

[Your Signature]

[Your Name Printed]

See the Bills.com article at <http://www.bills.com/settlement-letter/> to learn the circumstances when you should send this letter.