***[Name of creditor organization]    [Your name and address]***

***[Write out creditor’s address]***

***[date]***

Account Number: ***[insert the account number linked to your debt here]***

Dear Sir/Madam,

I am writing to you regarding the money you are claiming payment for, on the above account.

I am unable to repay this amount in full due to ***[explain your current circumstances that prevent you from repaying this debt in full to ensure the creditor understands your situation]***

I can instead offer the total amount of £***[insert the amount you are able to pay]***as a full and final settlement.

If this is accepted, you agree that you or any associate company can take no further action against myself to enforce or collect this debt and that I will be released from all liability.

Please also confirm that you will also mark my credit reference agency file to show that you have accepted the above amount as the full and final settlement and that the account is closed and paid.

I am able to pay the amount I have offered within ***[insert length of time within which you can pay]*** once you have accepted my offer and I have received written agreement of this.

Please confirm where to make payment to.

Yours faithfully,

***[Your full name]***