**Your Name**

**Your Address**

**Your City, State Zip**

**Collector’s Name**

**Collector’s Address**

**Collector’s City, State Zip**

**Date**

**Re: Account Number XXXX-XXXX-XXXX-XXXX**

Dear Collection Manager:

This letter is in response to your **[letter / call / credit report entry]** on **[date]** related to the debt referenced above. I wish to save us both some time and effort by settling this debt.

Please be aware that this is not an acknowledgment or acceptance of the debt, as I have not received any verification of the debt. Nor is this a promise to pay and is not a payment agreement unless you provide a response as detailed below.

I am aware that your company has the ability to report this debt to [the credit bureaus](https://www.thebalance.com/who-are-the-three-major-credit-bureaus-960416) as you deem necessary. Furthermore, you have the ability to change the listing since you are the information furnisher.

I am willing to pay **[this debt in full / $XXX as settlement for this debt]** in return for your agreement to remove all information regarding this debt from the credit reporting agencies within ten calendar days of payment.

If you agree to the terms, I will send certified payment in the amount of **$XXX** payable to **[**[**Collection Agency**](https://www.thebalance.com/a-background-on-debt-collection-accounts-960569)**]** in exchange to have all information related to this debt removed from all of my credit files.

If you accept this offer, you also agree not to discuss the offer with any third-party, excluding the original creditor.

If you accept the offer, please prepare a letter on your company letterhead agreeing to the terms. This letter should be signed by an authorized agent of **[Collection Agency]**. The letter will be treated as a contract and subject to the laws of my state.

As granted by the [Fair Debt Collection Practices Act](https://www.thebalance.com/fair-debt-collection-practices-act-overview-960562), I have the right to dispute this alleged debt. If I do not receive your postmarked response within 15 days, I will withdraw the offer and request full verification of this debt.

Please forward your agreement to the address listed above.

Sincerely,

Your Name

**Your Name**

**Your Address**

**Your City, State Zip**

**Collector’s Name**

**Collector’s Address**

**Collector’s City, State Zip**

**Date**

**Re: Account Number XXXX-XXXX-XXXX-XXXX**

Amount as Listed on Credit Report: $XXXX.XX

To Whom It May Concern:

In reference to the above-listed account, I am writing this letter to offer you the opportunity to settle the alleged amount due to our mutual benefit. Please note that I do not acknowledge any liability for this debt in any form and I retain my right to request a full and complete debt verification and validation from your company.

However, I am willing to pay off a portion of this account as a show of goodwill under the following conditions:

• Your company will delete all references to this account from my credit profile at the three credit bureaus (Experian, Equifax, and TransUnion).

• You will not list this debt as a “settled account.”

• Your company will accept this payment to satisfy the debt in full.

• Your company will not attempt to sell or transfer this debt to another creditor.

• You will make no mention of this agreement to outside third parties.

If you agree to these terms I will:

• Pay the amount of **$XXX.XX** via money order or certified cashier’s check (aim for around 40% to 50% of the debt for newer accounts, and 30% to 40% of the debt for older accounts.)

Please understand that this is not a renewed promise to pay. This is a restricted settlement offer and you must agree to the terms above in order for payment to be made. I require your written agreement to these terms on company letterhead and signed by a representative who is authorized to enter into such agreements.

The terms of this offer will expire after 30 days. I look forward to your prompt and positive response.

Sincerely,

**Your Name**

**Your Name**

**Your Address**

**Your City, State Zip**

**Collector’s Name**

**Collector’s Address**

**Collector’s City, State Zip**

**Date**

**Re: Account Number XXXX-XXXX-XXXX-XXXX**

Listed Amount Due: $X,XXX.XX

Dear Creditor Name:

In regards to the above-listed account, it has been brought to my attention that you claim that I owe the listed amount due shown above. While I accept no responsibility for ownership of this debt, I’m willing to compromise and offer a significant settlement amount in exchange for your agreement to the following:

1. Your agreement to a full and complete deletion of any past-due references pertaining to this account from all credit bureaus to which you report.

2. Your agreement that this payment constitutes a payment in full, and not a “paid collection” or “settled account.”.

3. Your agreement that you will not attempt to sell or reassign the rights to this account to another third-party debt collection agency after payment has been received.

While I’m well aware that your purpose is to collect debts which you have obtained from original creditors, I am also aware that you are under no obligation to report any of these accounts to the credit bureaus.

That being said, your full cooperation in deleting this account in exchange for payment is appreciated.

When I receive signed documentation from your authorized representative on company letterhead stating that you agree to the terms above, I agree to pay $XXX.XX via certified funds – either cashier’s check or money order. This payment will be sent to you via priority mail as soon as the signed agreement is received by me.

Please be aware, that this is not a renewed to promise to pay. I make no claim of responsibility for this debt, and I make no statement that I believe that this debt is valid or owed by me.

In the event that you do not agree with the resolution terms I have offered above, I will move forward with my rights to request a full and complete verification and validation of this debt.

I look forward to a timely resolution of this matter.

Regards,

Your Name

**Your Name**

**Your Address**

**Your City, State Zip**

**Collector’s Name**

**Collector’s Address**

**Collector’s City, State Zip**

**Date**

**Re: Account Number XXXX-XXXX-XXX**

Amount: $\_\_\_\_\_\_\_\_\_\_\_ (amount you owe)

To Collection Manager:

This letter is to inform you that the validity of this debt is disputed. I am unaware of this account and have no verification this debt is mine. I only know of this account based on it being reported in my credit report(s). As we both know, I have the right to dispute this account, request for verification, and/or request for validation of this debt.

However, in order to quickly resolve this account, I am willing to pay $\_\_\_\_\_\_\_\_, if you agree to delete this account from any and all credit reporting agencies. Please do not quote to me that you are unable to do this, I am aware of both your rights as well as my own. We both know you are the source reporting this account and have the absolute right to report it, not report it, or delete it from all reporting agencies.

The purpose of this settlement is merely to have this item removed from all reporting agencies. We are both aware that paying this unverified debt is no benefit to me unless we can agree on the terms. I am sure you are aware that paying a collection account does not bode well on a credit report and that merely having a collection on a credit report will have a negative impact whether paid or unpaid.

Please Note: This is not an acknowledgment of liability for this debt in any way or form. If there is any confusion about my position on this alleged debt, please refer back to the first paragraph of this letter in which I state: "I am unaware of this account..." That being said, let me be clear, this is NOT: a promise to pay, a renewal, an admittance to this debt, or in any way me agreeing this debt is mine. This is a restricted offer only.

If you agree to the terms and accept this agreement, I will send you certified funds immediately after I receive this signed agreement. The funds will be sent only if in exchange for it, you are agreeing to the terms set forth in this agreement and will be deleting this account from all reporting agencies (Equifax, Experian, TransUnion). This debt will be considered satisfied, there will be nothing more owed, nothing further to collect, and you will consider this a closed, satisfied account. Again, ALL references regarding this account must be deleted from ALL reporting agencies. Since certified funds will be used for payment, ALL information about this account WILL be removed from all reporting agencies within 15 calendar days of receiving the funds.

(Collection Agency Name) agrees to delete ALL information regarding this account from ALL credit reporting agencies WITHIN FIFTEEN (15) CALENDAR DAYS following receipt of payment as specified above and will not discuss the terms of this settlement with anyone, for any reason, excluding your client on this account. If contacted by any third party, including credit reporting agencies, (Collection Agency Name) will not acknowledge that any settlement offer was made, accepted, offered, or executed and will deny knowledge of any such account.

If you agree to the above terms, please sign (by an authorized representative of (Collection Agency Name) this agreement below, print (clearly) the name of that signature, and provide the position held by the one signing this agreement. It will be implied that this letter shall constitute a legally binding contract, enforceable under federal, state, and local laws. Please also include with this signed agreement a company letterhead stating you received and agree to this restricted offer and the terms set forth within it.

Your response must be postmarked no later than 15 Days from your receipt of this settlement/agreement offer OR this offer will be withdrawn and I will request full validation of this alleged debt, as allowed by the Fair Debt Collection Practices Act. If you decide to decline this offer, and begin calling about this alleged debt, expect the next letter from me to be a Cease and Desist letter, attached with it, a request for Full Validation. Thank you for your time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of the above signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Position held

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Please send this agreement, your company letterhead agreement and all other correspondence regarding this account to:

Your Name  
Your Address