

[Date]

*Creditor  
Address  
City, State, Zip*

**RE: PROPOSAL TO SETTLE ACCOUNT # \_\_\_\_\_**

To Whom It May Concern:

I recently got a copy of my credit report and saw a collection account with your company. I am not currently able to pay the full amount of this account.

I am committed to paying my debts and am willing to offer a settlement of \_\_\_\_\_cents on the dollar as payment in full.

According to my records, my balance is \$ \_\_\_\_\_. Based on a settlement of \_\_\_\_\_%, I can make my payment in full of \$\_\_\_\_\_ by \_\_\_\_\_(date).

If you accept this proposal, please notify me at the address below and please be prepared to report this account as "paid in full" to all three credit reporting agencies once I have made the payments we agree upon, and indicate such in writing to me as soon as possible.

Thank you.

Sincerely,

*Bruce Smith  
Address  
City, State, Zip*