

[Date]

[Your name]

[Your address]

[Debt collection agency’s name]

[Debt collection agency’s address]

Re: Account Number [insert account number here]

Dear [insert collector’s name] [or Collection Manager],

I am writing in reference to a debt claimed under the account number listed above. I wish to settle this debt in full without prejudice, in return for removal of its “charge-off” status with any credit reporting agencies that you have reported to.

In return for your removal agreement, I am willing to pay off the debt in the full amount of [insert amount]. I offer this payment in exchange for your written and signed confirmation that this debt will be cleared completely from the records of all credit reporting agencies and all other references to this account.

If the terms discussed in this document are acceptable, please acknowledge and accept them in a letter written on your company’s letterhead. Once I receive notice of your agreement, I will pay the debt via [insert form of payment].

As granted by the Fair Debt Collection Practices Act, I have the right to dispute this alleged debt. This offer is valid for 14 days from the date of receipt, after which it will be withdrawn, and I will exercise my right to full verification.

Please note that I will revoke my offer if I do not receive your response to this letter within the specified time frame.

I look forward to your response.

Sincerely,

[Your name]

[Your address and contact information]