Dear Sir/Madam, Re: Account Number

I appreciate that your company is willing to negotiate with me to settle my debt. This letter is to make a counter offer in response to the amount your customer service representative has asked me to pay in order to repay the debt in full. The amount that I wish to offer you in payment of my debt is $ .

Unfortunately, I do not presently have enough money to pay all my creditors. I can only settle my debts with those creditors who are willing to meet my terms. I have been able to negotiate successfully with several of creditors, and I doubt that I'll have sufficient funds remaining at the end of this month to repay everyone.

When I settle this debt, I'd like to request that you help me remove any negative listings on this account from my credit file. I am willing to offer you more money if you will report my account status as &quot;Paid in full&quot; to the credit bureaus.

If you find these terms agreeable, please sign the attached agreement letter and return a copy to me. Upon receipt of this signed acknowledged agreement, I will send you a money order in the amount stated above.

Sincerely,

Your Signature