YOUR NAME
YOUR ADDRESS

COLLECTION AGENCY NAME
COLLECTION AGENCY ADDRESS
RE ACCT # ENTER ACCOUNT NUMBER

Dear Collection Manager:

It has come to my attention through the credit bureaus that you claim I owe a debt to your agency. While I have never had the debt verified to me as legitimate by your agency, I may be willing to save us both some time and effort by "settling the debt out" with restrictions.

I understand that you hold all the rights to report the debt to the credit bureaus as you see fit and you can change that listing at any time, as the source owning the debt. I am sure you are aware of my right to dispute this debt and to request full proof of the obligation as per the FDCPA. Paying this unverified debt means little to me if we cannot mutually agree that you will report the debt as mentioned below.

While I realize that your purpose is to collect debts as a collection agent, I am also aware of what a paid collection on my report would represent for me, which is not favorable. That being said, I know that you have the absolute right to report this debt as you see fit or not report it at all. It is only unlawful to report false information but you may remove a listing any time at your discretion.

Please do not attempt to continue contacting me outside of this offer or I will be forced to cease and desist our communication and request full lengthy verification of the debt. My goal is to arrange a term acceptable to both.

My financial resources are limited and I am trying to do what’s right but I am realistic about my financial ability. I will pay your company the amount of $(AMOUNT) as "payment in full" for this account. Upon receipt of the above payment, your company has agreed to delete the item on my credit reports.

If you agree with these terms please acknowledge this letter with your signature and return it to me. You agree that the terms herein are confidential and that you have the authority to make such decisions. No payment will be made without written confirmation from you.

Upon receipt of this signed acknowledgment, I will immediately mail you a cashier's check by priority mail. This is not a renewed promise to pay but rather a restricted offer only. If no terms can be met, no new arrangements will be made and the offer will be void.

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Name of collection agency

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Signature of company officer:

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Name                            Title                       Date: