

September 18, 2013

Bank of America  
Collections Department  
P.O. Box 1234567890  
Anywhere, USA 12345

Dear Sir or Madam,

I am contacting you regarding account number \_\_\_\_\_. After some financial hardship, I am now in a position to satisfy the debt on the above account number. I would like to ask for your cooperation in helping to resolve this debt. I am putting forth a sincere effort to settle my debts and pay them off.

I would like to propose a full payment toward this debt in the amount of \$ \_\_\_\_\_. I propose that this amount be accepted as payment in full without recourse for this debt. In addition, I would like to request that all late payment remarks or charge-offs be removed from my credit bureau reports.

I am currently working cooperatively with several additional creditors for debt settlement purposes, and therefore, my funds are limited. For this reason, I am settling those debts which can be satisfied through written settlement proposals, such as I am proposing to you today, in the order that I receive them until my funds are depleted.

A couple of my creditors have already made acceptable settlements with me. I would like to include this debt among them. If the above proposal is acceptable, I will pay the agreed upon balance in full using a money order or cashier's check as soon as I receive a copy of this agreement in writing from you. I will not send any money until I receive this document. Upon receipt of the signed agreement, I will send you the agreed upon funds immediately and will consider this account as paid in full. Thank you for your time and swift response to this issue. Have a blessed day!

Sincerely,

Debbi King  
P.O. Box 1234567890  
Anywhere, USA 12345  
215-555-5555

