TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Debt Settlement Letter

Dear **[NAME]**

I am writing about the money which you are claiming I owe on the above account.

I can confirm that I am unable to offer to pay in full what I owe.

However, I can raise £ and I want to offer this as an ex-gratia payment in full and final settlement of the account.

This offer is made on the clear understanding that, if accepted, neither you nor any associate company will take any further action to enforce or pursue this debt in any way whatsoever and that I will be released from any further liability.

I also request that, if accepted, you will make an entry on my credit reference agency file relating to the above account as ‘satisfied’ in full.

Payment can be made within days,

Put the number of days or weeks within which you will pay

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Put the number of days or weeks within which you will pay

Regards,