**DEBT SETTLEMENT OFFER LETTER**

John Doe  
123 Apple Way  
Appleville, CA  
06831

Date December 15, 2017

RE: Collections Letter that was received on December 1, 2017

Dear Jefferson’s Collections Agency,

This letter does not grant my acceptance of money owed, although, it provides an offer at which I would be willing to pay in order to remove this claim. The amount I am willing to offer is Six-hundred eighty Dollars ($680.00).

If you should accept my offer, a payment would be made immediately. Feel free to contact me via the provided contact details:

E-Mail: Name@gmail.com  
Cell: (813) 732-4741

Sincerely,

John Doe