

**Counter Offer Settlement Letter to creditor**

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

Your Phone # \_\_\_\_\_

Creditor's Name \_\_\_\_\_

Department \_\_\_\_\_

Creditor's Address \_\_\_\_\_

Dear Creditor,  
Re: Account Number \_\_\_\_\_

Date \_\_\_\_\_

I appreciate that your company is willing to work with me in settling my debt and paying it off. This letter is to make a counter offer in response to the settlement offer made by your customer service representative (over the phone) on \_\_\_\_\_ (date).

The amount that I would propose to settle the debt in full is \$\_\_\_\_\_. However, I would request you to remove any late payment entry or charge-offs on this account from my credit report.

I'd like to inform you that I have several debt accounts with other creditors as well. Unfortunately, I have limited amount of funds. So, I can pay only those creditors who are willing to meet my terms. I have already reached mutually agreeable settlements with a few creditors and I doubt whether I'll have enough funds to pay everyone.

If your company is willing to accept my proposal, please sign the attached letter of agreement and return a copy of the same to me. As soon as I receive this signed acknowledged agreement, I shall send you the money order in the amount I've proposed.

Yours truly,

Your Signature  
Your Name