

Letter of Acceptance of verbal offer (debt settlement)

Your Name _____

Your Address _____

Your Phone # _____

Creditor's Name _____

Department _____

Creditor's Address _____

Dear Creditor,
Re: Account Number _____

Date _____

This letter is to confirm the debt settlement offer made between myself and your customer service representative (over the phone) on <date>.

I appreciate that your company has agreed to work with me in settling my debt. The amount that your representative and I have agreed upon to settle the debt in full is \$_____.

I would appreciate if you co-ordinate with the credit bureaus and remove any negative entry related to this account. It'll actually help me regain a perfect credit rating.

I hope you'll find the above terms acceptable. If it is so, please sign this letter of acceptance and return a copy to me. As soon as I receive this signed acknowledged agreement, I shall forward you the settlement amount (as stated above) through a money order.

Yours truly,

Your Signature
Your Name