

Professional Debt Settlement Acceptance

Subject: Acceptance of Debt Settlement Agreement - Account #[Account Number]

Dear [Creditor Name/Collections Agency],

I hereby acknowledge receipt of your settlement offer dated [Date] regarding the outstanding debt on account #[Account Number] in the amount of \$[Original Debt Amount].

After careful consideration, I formally accept your settlement offer of \$[Settlement Amount], which represents [Percentage]% of the original debt balance. I understand this settlement amount will be considered payment in full satisfaction of the aforementioned debt.

Payment terms accepted:

- Settlement amount: \$[Settlement Amount]
- Payment method: [Check/Money Order/Electronic Transfer]
- Payment due date: [Date]
- Payment schedule: [Lump sum/Installment plan details]

I request written confirmation that upon receipt of the settlement payment, you will:

1. Consider the debt satisfied and closed
2. Report the account as "Paid as Agreed" or "Settled" to all credit reporting agencies
3. Cease all collection activities
4. Provide a letter of satisfaction within 30 days of payment receipt

Please send written confirmation of this agreement to my address on file. I look forward to resolving this matter promptly.

Sincerely,

[Your Name]

[Date]

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