

Re: Acct # \_\_\_\_\_

To Whom It May Concern:

I am willing to pay your company the full amount of \$ \_\_\_\_\_  
(\_\_\_\_\_ dollars and \_\_\_/100) as payment in full for the satisfaction of this account. Upon receipt of payment, I ask that you agree to remove this account from my credit reports (Experian, TransUnion, Equifax) or change the status of my account from Collection to Pays As Agreed. Furthermore, I ask that you also agree, that once paid in full, this account is not to be resold/transferred to any other collection agency.

If you concur with these terms, please acknowledge with your signature and return a copy of this letter to me within fifteen (15) days of the receipt of this letter. No payment will be made without written confirmation. Any and all correspondence to me is to be sent to the address noted in this letter.

Upon receipt of this signed acknowledgment, I will immediately mail you the full amount of \$ \_\_\_\_\_ (\_\_\_\_\_ and \_\_\_/100) that is owed on this account in the form of a money order by certified mail via USPS. Once you have received my payment, please send me a letter that states to the effect that this outstanding collection account has been settled and paid in full.

Collection Service Name:

Authorized Signature:

Sincerely,