



John Smith
123 Address
Chicago, IL 60007
301.222.2222

Chase Bank
123 Broadway
New York, NY 10003
3/1/19

Dear Sir,

Re: 12345

This is in response to verbal debt settlement agreement made between myself and your customer service representative James Melrose on 02/15/19. I appreciate that your company is willing to work with me in settling the debts I owe.

This letter is to confirm my acceptance of the verbal offer.

The amount that your representative and I have mutually agreed upon to settle the debt in full is \$5,000.

I earnestly request you to take into account the fact that your representative and I have agreed to eliminate interest rates and penalties related to this account. I also request you to co-ordinate with the credit bureaus and eliminate all the negative markings related to this account.

I hope the above terms acceptable will be acceptable to you. If they are, please sign this letter and return a copy to me.

I will send the settlement amount to you through a money order as soon as I receive the signed and acknowledged agreement from you.

Sincerely,

John Smith