

**Re: Acceptance of Debt Reduction Proposal**

Dear [Debtor's Name],

We acknowledge receipt of your request regarding the reduction of your outstanding debt. After careful review, we are pleased to inform you that we have accepted your proposal for a reduced payment settlement.

The terms of this agreement are as follows:

- Original Debt Amount: \$ \_\_\_\_\_
- Reduced Settlement Amount: \$ \_\_\_\_\_
- Payment Due Date: \_\_\_\_\_
- Payment Instructions: \_\_\_\_\_

Upon receipt and clearance of the agreed payment, your account will be considered settled in full, and no further action will be taken regarding the above-referenced debt.

Please sign and return a copy of this letter to confirm your acceptance of these terms. Should you have any questions, feel free to contact our office.

Sincerely,

[Creditor's Representative Name]

[Title]

[Company Name]

\_\_\_\_\_  
Debtor's Signature

Date: \_\_\_\_\_