

## Settlement of Outstanding Debt

Date:

To,

Subject: Settlement of Outstanding Debt

Dear ,

This letter serves as confirmation that the outstanding debt between  and  is to be settled under the following terms:

- Outstanding Amount: \$
- Payment Due Date:
- Payment Method:

Upon receipt of the above amount, the debt will be considered fully settled, and no further claims shall be made by either party in respect of this debt.

Kindly acknowledge acceptance of the same by signing below.

---

Creditor's Signature

Date:

---

Debtor's Signature

Date: