

Partial Payment Settlement Letter

Date: _____

To,

[Creditor's Name]

[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: **Partial Payment Settlement Agreement**

Dear [Creditor's Name],

This letter serves as a formal confirmation and agreement for the settlement of the outstanding amount owed by **[Debtor's Name]** to **[Creditor's Name]** under the following terms and conditions:

| | |
|----------------------------|--|
| Original Amount Due: | [Insert original amount] |
| Partial Settlement Amount: | [Insert agreed partial payment amount] |
| Due Date for Payment: | [Insert due date] |
| Balance to be Forgiven: | [Insert balance (if any) after partial settlement] |

Upon receipt of the partial settlement amount specified above, **[Creditor's Name]** agrees to consider the debt settled in full/partially (select as applicable), and will release **[Debtor's Name]** from any further claims regarding the original obligation.

Please confirm your acceptance of these terms by signing below.

[Creditor's Name]
[Title/Position]

Date: _____

[Debtor's Name]
[Title/Position, if applicable]

Date: _____

Important Notes

- Ensure both parties have agreed to the payment terms in writing.
- Partial settlement may impact credit records; clarify status with the creditor.
- Keep copies of all correspondence and payment receipts related to the settlement.
- Consult with a financial or legal advisor before finalizing any settlement agreement.
- Modifications or further claims after settlement should be explicitly addressed.