

Settlement Offer Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to you regarding the outstanding invoices dated [list dates of invoices] totaling [insert total amount]. Despite our previous reminders, these invoices remain unpaid.

To resolve this matter amicably, we would like to propose a settlement offer. We are willing to accept a payment of [insert offered amount] as full and final settlement of the outstanding invoices, provided that payment is received by [insert due date].

This offer is made in good faith to resolve the invoice issues swiftly and avoid further collection actions. We hope you find this offer satisfactory.

Please confirm your agreement to this settlement offer by signing and returning the enclosed copy of this letter.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

Enclosure: Copy of this letter for signature