

Settlement Offer Letter

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the outstanding balance on my account, which as of [Date], totals [Amount Due]. I sincerely appreciate your patience during this time.

In an effort to resolve this matter, I would like to propose a settlement offer. I am prepared to pay [Settlement Amount] as a full settlement for the outstanding balance. I believe this offer could benefit both parties and allow us to close this account amicably.

Please let me know if you are willing to accept this offer or if you would like to discuss a different arrangement. I am hopeful we can reach a mutual agreement.

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

Sincerely,
[Your Name]