

# Settlement Offer for Overdue Invoices

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Settlement Offer for Overdue Invoices

We hope this message finds you well. We are writing to discuss the overdue invoices listed below that remain unpaid:

- Invoice # [Invoice Number 1] - Amount: [Amount] - Due Date: [Due Date]
- Invoice # [Invoice Number 2] - Amount: [Amount] - Due Date: [Due Date]

To resolve this matter amicably, we would like to propose a settlement offer of [Offer Amount]. We believe this offer is fair and beneficial for both parties.

Please consider our proposal and respond by [Response Deadline]. If you have any questions or would like to discuss this further, do not hesitate to reach out to me directly.

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

Sincerely,

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