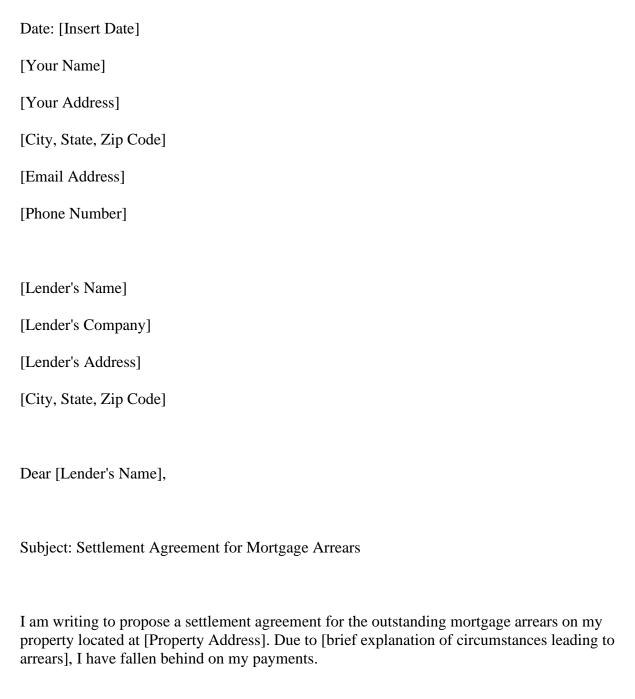
## **Settlement Agreement Letter**



I believe that a mutually agreeable settlement can benefit both parties. I propose the following terms:

Total outstanding amount: \$[Insert Amount]Proposed settlement amount: \$[Insert Amount]

| <ul><li>Payment plan: [Detail the payment plan]</li><li>Completion date: [Insert Date]</li></ul>   |
|--|
| If you agree to these terms, please send a written confirmation to my address listed above. I am eager to resolve this matter as soon as possible. |
| Thank you for your understanding and consideration.  |
| Sincerely,   |
| [Your Signature (if sending a hard copy)]  |
| [Your Printed Name]  |