

Settlement Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the outstanding invoices owed to [Your Company Name]. As of today, the following invoices remain unpaid:

- Invoice # [Invoice Number 1] - Amount: \$[Amount] - Due Date: [Due Date]
- Invoice # [Invoice Number 2] - Amount: \$[Amount] - Due Date: [Due Date]
- Invoice # [Invoice Number 3] - Amount: \$[Amount] - Due Date: [Due Date]

The total outstanding amount is \$[Total Amount]. We understand that there may be circumstances leading to this delay. In an effort to resolve this matter amicably, we are proposing the following settlement:

We would like to offer a settlement amount of \$[Settlement Amount] if we can receive payment by [Settlement Deadline]. This proposal not only helps you clear your outstanding obligations but also allows us to maintain our business relationship.

Please let us know if you are in agreement with this proposal or if there are any other suggestions you would like to discuss. We believe this is a fair solution for both parties and hope to settle this matter quickly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]