

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: SETTLEMENT OFFER AND DEMAND FOR REPAYMENT

Account/Reference Number: [Insert Number]

Total Amount Owed: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as a formal demand for the repayment of the outstanding balance owed to [Your Name/Company Name] in the amount of \$[Insert Total Amount]. This balance has been past due since [Insert Date].

In an effort to resolve this matter without further legal action or formal collection proceedings, I am prepared to offer a one-time settlement. I am willing to accept a reduced payment of **\$[Insert Settlement Amount]** as full and final satisfaction of this debt, provided that payment is received by **[Insert Deadline Date]**.

Terms of Settlement:

- The settlement amount must be paid in full via [Insert Payment Method, e.g., Certified Check, Wire Transfer].
- Upon receipt and clearance of the funds, the remaining balance of \$[Insert Remaining Balance] will be forgiven.
- A formal release of liability will be issued to you once the payment has cleared.

If payment is not received by the deadline stated above, this settlement offer will be void, and I will proceed with further action to collect the full amount owed, which may include legal proceedings, interest, and collection costs.

Please send payment to the following address:

[Your Name/Company Name]

[Your Payment Address]

[City, State, Zip Code]

If you have any questions regarding this account, please contact me immediately at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]