

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: SETTLEMENT OFFER FOR PROMISSORY NOTE DATED [Date of Note]**

Dear [Debtor Name],

This letter concerns the Promissory Note dated [Date], which reached its maturity date on [Maturity Date] with an outstanding balance of \$[Total Amount Owed]. As of the date of this letter, the full payment has not been received, and the note is currently in default.

In an effort to resolve this matter without pursuing formal legal action, [Your Name/Company Name] is willing to offer a formal settlement. We propose to accept a reduced lump-sum payment of \$[Settlement Amount] as full and final satisfaction of the debt, provided that this payment is received by [Deadline Date].

Terms of this settlement offer:

- The payment must be made in the form of a certified check or wire transfer.
- Payment must be received no later than 5:00 PM on [Deadline Date].
- Upon successful clearance of the funds, the Promissory Note will be considered paid in full, and you will be released from any further obligations related to this debt.

Please note that this offer is made for settlement purposes only. If payment is not received by the deadline stated above, this offer will be void, and we reserve the right to pursue the full outstanding balance, including accrued interest and legal fees, through all available legal remedies.

To accept this offer, please sign below and return a copy of this letter along with your payment.

Sincerely,

[Your Signature]

[Your Printed Name]

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**ACCEPTANCE OF SETTLEMENT**

I, [Debtor Name], hereby accept the terms of the settlement offer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_