

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

[Customer Name / Company Name]
[Customer Address]
[City, State, Zip Code]

Subject: Settlement Offer for Software Subscription Reactivation - [Account ID/Number]

Dear [Contact Name],

This letter serves as a formal settlement proposal regarding your suspended software subscription for [Software Name]. Our records indicate an outstanding balance of \$[Total Amount Owed] associated with [Account ID/Number].

To facilitate the immediate reactivation of your services and resolve this matter, we are offering a settlement under the following terms:

- **Settlement Amount:** \$[Reduced Amount]
- **Payment Deadline:** [Date]
- **Terms:** Upon receipt of the settlement amount by the deadline, all previous arrears will be cleared, and your account access will be fully restored.

Please note that this offer is valid until [Expiration Date]. Failure to accept this settlement may result in the permanent termination of your account and further collection efforts for the full balance.

To accept this offer and arrange payment, please contact our billing department at [Phone Number] or visit [Payment URL].

We value your business and look forward to resuming our partnership.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]