

WITHOUT PREJUDICE SAVE AS TO COSTS

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

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

RE: FINAL SETTLEMENT OFFER PRIOR TO LEGAL ACTION

Account/Reference Number: [Reference Number]

Dear [Recipient Name],

This letter refers to the outstanding balance of \$[Amount] owed to [Your Name/Company Name] regarding [Description of Debt/Services/Invoice Number].

Despite previous requests for payment dated [Dates of Previous Contact], the balance remains unpaid. This is a formal attempt to resolve this matter before we initiate formal legal proceedings in [Name of Court].

The Offer

In the interest of avoiding the time and expense of litigation, we are prepared to accept the reduced sum of \$[Settlement Amount] as full and final settlement of this debt, provided that payment is received by [Deadline Date].

Consequences of Non-Payment

If we do not receive the settlement amount by the date specified above, or if this offer is rejected, we will immediately proceed with the following actions without further notice:

- Commencement of a formal lawsuit to recover the full original amount of \$[Total Amount].
- Claims for accrued interest at the rate of [Percentage]% per annum.
- Claims for all associated legal fees and court costs.

Please remit payment via [Payment Method: e.g., Bank Transfer/Check] using the following details:

[Insert Payment Details/Account Info]

We look forward to receiving your payment and resolving this matter amicably.

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]