

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

[Recipient Name]  
[Recipient Title]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: Final Settlement Offer for Outstanding Placement Invoices**

Dear [Recipient Name],

This letter refers to the following outstanding invoices regarding recruitment placement services provided by [Your Company Name]:

- Invoice #[001] - Date: [Date] - Amount: \$[0.00]
- Invoice #[002] - Date: [Date] - Amount: \$[0.00]
- **Total Outstanding Balance: \$[0.00]**

In an effort to resolve this matter amicably and conclude our financial accounts, we are prepared to offer a final settlement. We agree to accept the reduced sum of **[\$Settlement Amount]** as full and final payment of the total outstanding balance.

This offer is contingent upon the following conditions:

1. Payment must be received no later than [Date].
2. Payment must be made via [Bank Transfer/Check/Other Method].

Upon receipt and clearing of the agreed settlement amount, [Your Company Name] will consider the aforementioned invoices paid in full. We will release [Client Company Name] from any further liability or claims related to these specific placements.

Please sign below and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name]  
[Your Title]

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**Acceptance of Settlement:**

On behalf of [Client Company Name], I accept the terms of this final settlement.

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