

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Leasing Company/Lessor]

[Contact Person, if known]

[Address]

[City, State, Zip Code]

RE: Settlement Offer for Equipment Lease Account #[Your Account Number]

Dear [Name of Contact Person or Billing Department],

I am writing regarding the outstanding balance on the lease for the following equipment: [Description of Equipment/Serial Numbers]. According to your records, the current balance owed is \$[Total Amount Owed].

Due to [mention brief reason, e.g., financial hardship, business closure, or decreased revenue], I am currently unable to pay the full balance as scheduled. However, I would like to resolve this matter amicably and avoid further collection actions or legal proceedings.

I am proposing a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt. This amount represents [Percentage]% of the total balance currently owed.

This offer is contingent upon the following terms:

- The payment of \$[Offer Amount] will be accepted as full satisfaction of the debt.
- [Lessor Name] will release any liens or security interests held against the equipment.
- [Lessor Name] will report this account to all credit bureaus as "Settled in Full" or "Paid in Full."
- All further collection efforts, interest accrual, and penalties will cease upon receipt of the payment.

If you accept this offer, please provide a written confirmation or a formal settlement agreement signed by an authorized representative of your company. Once I receive the written agreement, I will issue the payment via [mention payment method, e.g., certified check or wire transfer] within [Number] business days.

Please respond to this offer by [Date]. If we cannot reach an agreement, I will have to explore other options for debt relief.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]