

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Settlement Offer for Account Number: [Your Account Number]

Dear [Contact Name],

I am writing regarding the outstanding balance of \$[Total Amount Owed] currently owed to [Vendor Company Name] for wholesale inventory/services provided.

Due to unexpected financial difficulties, our company is currently unable to pay the full balance in one lump sum. However, we value our relationship with you and wish to resolve this matter amicably and promptly.

We are proposing a one-time, formal settlement offer of \$[Settlement Amount]. This represents [Percentage]% of the total balance. If accepted, this payment will be made immediately via [Payment Method, e.g., Wire Transfer/Check] and will serve as full and final satisfaction of the debt.

Upon receipt of this payment, it is understood that [Vendor Company Name] will release us from any further liability regarding this specific account and report the status as "Paid in Full" or "Settled" to any relevant credit reporting agencies.

Please review this proposal and respond in writing by [Deadline Date] if you accept these terms. Once we receive your written acceptance, we will issue the payment within [Number] business days.

Thank you for your understanding and for your continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]