

SENT VIA REGISTERED MAIL / URGENT

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

[Date]

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

RE: FINAL DEMAND FOR PAYMENT AND SETTLEMENT OFFER

Dear [Recipient Name],

This letter serves as a formal final demand for the outstanding balance of \$[Amount] owed to me in relation to [Reference Invoice Number or Brief Description of Debt/Service].

Despite previous attempts to resolve this matter on [Dates of previous contact], the balance remains unpaid. This situation is no longer acceptable.

Settlement Offer:

In an effort to resolve this dispute without the necessity of formal legal proceedings, I am prepared to accept a reduced sum of \$[Settlement Amount] as full and final settlement of this debt, provided that payment is received by [Deadline Date, e.g., 7-14 days from now].

Please be advised that this offer is made "without prejudice" to my rights to claim the full amount should this offer be rejected or ignored.

Notice of Intention to File Suit:

If payment is not received by the deadline stated above, I will have no alternative but to commence formal legal action in [Name of Court/Jurisdiction] to recover the full amount of \$[Total Amount Owed], plus:

- Interest at the statutory rate;
- Court filing fees; and
- Legal costs.

I trust that this will not be necessary and that you will remit payment immediately to avoid the costs and time associated with litigation.

Payment should be made via [Payment Method: e.g., Check, Bank Transfer] to the following details: [Include Bank Details if applicable].

Sincerely,

[Your Signature]

[Your Printed Name]