

Sent via Certified Mail - Return Receipt Requested

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

[Date]

[Recipient Name or Business Name]
[Recipient Address]
[Recipient City, State, Zip Code]

Re: FINAL SETTLEMENT OFFER BEFORE LEGAL ACTION

Dear [Recipient Name],

This letter serves as a formal follow-up regarding the outstanding balance/dispute concerning [briefly state the reason, e.g., unpaid services, unreturned security deposit, or property damage] that occurred on [Date].

To date, the total amount owed is \$[Total Amount Owed]. Despite previous attempts to resolve this matter on [Dates of previous contact], the issue remains unresolved.

Final Settlement Offer

In an effort to resolve this matter without the need for litigation, I am willing to accept a reduced payment of \$[Settlement Amount] as full and final satisfaction of this debt, provided payment is received by [Deadline Date, e.g., 10 days from today].

Intent to File Suit

If payment is not received by the date mentioned above, I will have no choice but to file a formal claim against you in the [Name of County] Small Claims Court. I will seek the full original amount of \$[Total Amount Owed], plus court costs, filing fees, and any interest permitted by law.

Please send payment in the form of a cashier's check or money order to the address listed above.

I hope to resolve this amicably and avoid the time and expense of legal proceedings.

Sincerely,

[Your Signature]

[Your Printed Name]