

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

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

[Date]

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

RE: FINAL SETTLEMENT OFFER AND NOTICE OF INTENT TO SUE

To [Recipient Name],

This letter serves as formal notice regarding the outstanding dispute concerning [briefly state the issue, e.g., unpaid invoice #123 / breach of contract dated MM/DD/YYYY].

Despite previous attempts to resolve this matter, the total amount of \$[Total Amount Owed] remains unpaid. This amount consists of \$[Principal Amount] for [Service/Product] and \$[Interest/Fees] in accrued late fees and costs.

Final Settlement Offer:

In a final effort to resolve this matter without litigation, I am willing to accept a reduced payment of \$[Settlement Amount] as full and final satisfaction of this debt. This offer is valid only if payment is received by [Deadline Date, e.g., 10 business days from date of letter].

Intent to Sue:

If payment is not received by the deadline stated above, or if we cannot reach a signed settlement agreement by that date, I will immediately commence legal proceedings in [Name of County] [Small Claims/Superior] Court. I will seek the full amount of \$[Total Amount Owed], plus court costs, service of process fees, and any applicable attorney fees or statutory interest.

This letter is sent for the purpose of settlement and is without prejudice to my rights and remedies, all of which are expressly reserved.

Please send payment or contact me immediately at [Your Phone Number] to arrange for electronic transfer.

Sincerely,

[Your Signature]

[Your Printed Name]