

**Date:** [Insert Date]

**TO:** [Debtor Name]

**ADDRESS:** [Debtor Address]

**CITY, STATE, ZIP:** [City, State, Zip]

**RE: NOTICE OF INTENT TO SUE AND SETTLEMENT STIPULATION**

Dear [Debtor Name],

This letter serves as formal notice regarding your outstanding debt in the amount of \$[Total Amount Owed] owed to [Creditor Name] for [Description of Debt/Services].

Despite previous attempts to collect this balance, your account remains delinquent. Please be advised that if this matter is not resolved by [Deadline Date], we are prepared to file a formal lawsuit in the [Name of County] County Court to seek a judgment for the full balance, plus accrued interest, court costs, and legal fees.

**SETTLEMENT STIPULATION OFFER**

In an effort to resolve this matter without the necessity of litigation, [Creditor Name] is willing to accept the following settlement terms:

- **Settlement Amount:** A reduced payment of \$[Settlement Amount].
- **Payment Deadline:** Payment must be received in full by [Payment Due Date].
- **Payment Method:** [Insert Payment Instructions/Method].

By accepting this offer and making payment by the deadline, [Creditor Name] agrees to release you from any further liability regarding this specific debt and will cease all legal action. If payment is not received by the specified date, this offer is void, and legal proceedings will commence immediately without further notice.

To accept this settlement, please sign below and return a copy of this letter along with your payment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Phone Number]

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**ACCEPTANCE OF SETTLEMENT STIPULATION**

I, [Debtor Name], hereby agree to the settlement terms outlined above. I understand that failure to pay the settlement amount by the deadline will result in immediate legal action for the full original balance.

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Debtor Signature

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Date