

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Street Address]

City, State, Zip: [Recipient City, State, Zip]

**RE: FINAL NOTICE OF INTENT TO SUE AND SETTLEMENT OFFER**

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a lawsuit against you in [Name of County/Court] for the recovery of [State the nature of the claim, e.g., unpaid debt, breach of contract, damages].

Despite previous attempts to resolve this matter on [Dates of previous contact], the outstanding balance of \$[Insert Amount] remains unpaid. This total consists of \$[Amount] for the original claim and \$[Amount] in accrued interest/late fees.

**SETTLEMENT STIPULATION**

In an effort to avoid the time and expense of litigation, I am prepared to offer a one-time settlement stipulation under the following terms:

- **Settlement Amount:** \$[Insert Reduced Amount] as full and final payment.
- **Deadline:** Payment must be received by [Insert Deadline Date].
- **Method:** Payment must be made via [Cashier's Check / Wire Transfer / Money Order].

Upon receipt and clearing of the settlement funds by the date specified above, I will waive all further claims related to this specific matter and release you from further liability.

**FAILURE TO COMPLY**

If payment is not received or a formal payment plan is not agreed upon by [Insert Deadline Date], I will proceed with legal action without further notice. This may result in you being responsible for court costs, process server fees, and statutory interest in addition to the original amount owed.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]