

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

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

[Date]

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

**RE: FINAL PRE-SUIT DEMAND AND STIPULATED SETTLEMENT OFFER**

Dear [Recipient Name],

This letter serves as a formal final demand for payment regarding [Briefly Describe Dispute, e.g., Unpaid Invoice #123 / Breach of Contract dated MM/DD/YYYY]. To date, the outstanding balance of \$[Amount] remains unpaid despite previous attempts to resolve this matter.

**STIPULATED SETTLEMENT OFFER**

In a final effort to avoid the time and expense of formal litigation, I am prepared to offer a stipulated settlement. I am willing to accept the reduced sum of **[\$Settlement Amount]** as full and final satisfaction of this debt, provided that payment is received by **[Deadline Date]**.

If payment is not received by the aforementioned date, this settlement offer will be automatically withdrawn. I will then proceed to file a formal lawsuit in [Court Name/Jurisdiction] for the full amount of **[\$Total Original Amount]**, plus interest, court costs, and any applicable attorney's fees allowed by law.

**TERMS OF ACCEPTANCE**

To accept this offer, please deliver a [Check/Money Order/Wire Transfer] made payable to "[Payee Name]" to the address listed at the top of this letter on or before [Deadline Date].

Please govern yourself accordingly.

Sincerely,

[Signature]  
[Printed Name]