

NOTICE OF PENDING LITIGATION AND SETTLEMENT OFFER

Date: [Date]

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

RE: Notice of Pending Legal Action regarding [Case Reference/Account Number]

Dear [Recipient Name],

This letter serves as formal notice that legal proceedings are currently being prepared against you regarding [Brief Description of Dispute, e.g., unpaid debt, breach of contract].

Unless this matter is resolved immediately, a lawsuit will be filed in [Court Name] seeking the full amount of \$[Total Amount Owed], plus interest, court costs, and reasonable attorney's fees.

SETTLEMENT STIPULATION

In an effort to resolve this dispute without the necessity of formal litigation, my client is willing to settle this matter according to the following stipulations:

- **Settlement Amount:** A reduced payment of \$[Settlement Amount].
- **Payment Deadline:** Payment must be received no later than [Date].
- **Release of Liability:** Upon receipt of the specified payment, my client shall release you from any further liability regarding this specific claim.

Failure to accept this offer or provide payment by the date specified above will result in the immediate filing of the complaint without further notice. This offer is made for settlement purposes only and does not constitute a waiver of any rights or claims should litigation proceed.

Please contact our office at [Phone Number] or [Email Address] to arrange payment or to discuss this matter further.

Sincerely,

[Your Name/Signature]
[Your Title/Law Firm Name]
[Your Address]