

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

[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Re: Final Resolution Counter-Offer regarding [Case/Account Number or Reference]

Dear [Recipient Name],

Thank you for your previous offer dated [Date of Previous Offer] regarding the resolution of [briefly state the issue, e.g., the outstanding balance / the legal dispute].

After reviewing the terms provided, I am unable to accept the offer as it currently stands. However, in the interest of reaching a prompt and final settlement, I would like to propose the following counter-offer as a full and final resolution to this matter:

- **Proposed Settlement Amount:** \$[Amount]
- **Payment Terms:** [e.g., One-time lump sum payment / Installment plan of \$X per month]
- **Payment Date:** [Date by which payment will be made]
- **Conditions:** [e.g., Upon receipt of payment, the account will be marked as paid in full, and any legal proceedings will be dismissed with prejudice.]

This counter-offer is made for the purpose of settlement and is without prejudice to my rights should this matter proceed further. This offer remains valid until [Expiration Date/Time].

If these terms are acceptable, please sign below and return a copy to me. Once I receive the signed agreement, I will initiate the payment as outlined above.

I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]

Acceptance of Final Resolution Counter-Offer

I, [Name of Authorized Representative], acting on behalf of [Company Name], hereby accept the terms of the counter-offer stated above.

Signature: _____ Date: _____