

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

[Date]

[Vendor Name]
[Contact Person Name]
[Vendor Address]
[City, State, Zip Code]

RE: Settlement Offer for Account Number: [Your Account Number]

Dear [Contact Person Name],

Regarding the outstanding balance of \$[Total Amount Owed] currently owed on the above-referenced account, I am writing to propose a formal settlement offer.

Due to [briefly mention reason, e.g., financial hardship or business restructuring], I am currently unable to pay the full balance. However, I would like to resolve this matter amicably and propose a one-time, lump-sum payment of \$[Offer Amount] as full and final settlement of this debt.

If you accept this offer, the following terms shall apply:

- The payment of \$[Offer Amount] will be made within [Number] days of receiving your written acceptance.
- This payment will serve as a full release of any further liability regarding this account.
- The account will be marked as "Closed" or "Paid in Full" in your records.
- All collection efforts and interest accruals will cease immediately.

Please provide your written acceptance of this offer by signing below and returning a copy to me, or by sending a formal letter on your company letterhead.

I look forward to resolving this matter quickly.

Sincerely,

[Signature]

[Your Printed Name]

Acceptance of Settlement Offer

I, [Name of Vendor Representative], on behalf of [Vendor Name], hereby accept the offer of
\$[Offer Amount] as full and final settlement of the balance on account [Account Number].

Signature: _____ Date: _____