

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Re: NOTICE OF INTENT TO INITIATE LEGAL ACTION / SETTLEMENT OFFER

Account Number: [Account Number]

Current Balance Due: \$[Total Amount]

Dear [Debtor Name],

This letter serves as a formal notice regarding your outstanding balance of \$[Total Amount]. Your account is currently overdue and has been flagged for legal review. Before we proceed with formal litigation to recover the full debt, interest, and associated legal fees, we are offering a final opportunity to resolve this matter at a significant discount.

Settlement Offer:

We are prepared to accept a one-time lump sum payment of \$[Discounted Amount] as full and final settlement of this debt. This offer represents a [Percentage]% reduction of your current balance.

Terms of Agreement:

- Payment must be received no later than [Deadline Date].
- Upon receipt of the funds, your account will be marked as "Settled in Full."
- All further collection efforts and legal proceedings regarding this account will cease.

If payment is not received by [Deadline Date], this offer will be withdrawn, and we will proceed with further action, which may include filing a lawsuit to recover the total original balance plus court costs.

Please contact us immediately at [Phone Number] to arrange payment or to discuss this offer further.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]