

**WITHOUT PREJUDICE / FOR SETTLEMENT PURPOSES ONLY**

Date: [Date]

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

Re: Notice of Intent to Initiate Litigation / Settlement Offer

Dear [Recipient Name],

This letter concerns the outstanding balance of \$[Total Amount Owed] owed to [Your Name/Company Name] regarding [Description of Debt or Dispute, e.g., Invoice #123 or Breach of Contract dated Date].

To date, the balance remains unpaid. While we are prepared to file a formal lawsuit to recover the full amount, plus interest, court costs, and legal fees, we are willing to offer a one-time discounted settlement to resolve this matter amicably and avoid litigation.

**Settlement Offer:**

We will accept a reduced lump-sum payment of **\$[Discounted Amount]** as full and final satisfaction of this debt, provided that payment is received by **[Deadline Date]**.

Upon receipt and clearing of the funds, [Your Name/Company Name] will release you from any further liability regarding this specific matter and will forego the filing of a summons and complaint.

**Payment Instructions:**

Please make payment via [Payment Method: Check/Wire/Online Portal] to the following address: [Your Payment Address].

If payment is not received by the deadline stated above, this offer will be withdrawn, and we will proceed with legal action without further notice.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]  
[Your Email Address]