

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

**[Date]**

**[Creditor or Plaintiff Name]**  
[Address]  
[City, State, Zip Code]

**RE: Settlement Offer for Case No: [Case Number, if applicable]**  
**Account Number: [Account Number]**

Dear [Name of Contact Person or Attorney],

This letter is regarding the debt associated with the above-referenced account and the pending small claims matter. I am writing to propose a formal settlement to resolve this dispute and avoid further litigation.

Currently, the total amount claimed is \$[Total Amount]. I am offering a one-time, lump-sum payment of **[\$Offer Amount]** in exchange for the full and final release of all claims related to this matter.

This offer is made for the purpose of settlement only and is not an admission of liability. If this offer is accepted, it is understood that:

- The payment will be made within [Number] days of receiving your written acceptance.
- Upon receipt of payment, you will file a Dismissal with Prejudice with the court to close the small claims case.
- The debt will be considered paid in full and the account balance will be adjusted to zero.
- You will report the account as "paid in full" or "settled in full" to all relevant credit reporting agencies.

Please respond in writing by [Date] if you accept this proposal. If we cannot reach an agreement, I am prepared to present my defense at the scheduled court hearing.

Sincerely,

[Your Signature]

[Your Printed Name]