

CONFIDENTIAL

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Confidential Cash Settlement Offer - [Reference Number/Account Number]

Dear [Recipient Name],

This letter serves as a formal confidential offer to resolve the outstanding matter regarding [Description of Dispute or Claim]. We are proposing a one-time cash payment to achieve a full and final resolution of this file.

The Offer:

Our client is prepared to pay a total sum of \$[Insert Amount] in exchange for a signed release of all claims. This offer is intended to avoid the costs and time associated with further legal proceedings or formal collection efforts.

Terms of Resolution:

- **Confidentiality:** The terms and existence of this offer must remain strictly confidential between the parties involved.
- **Payment Deadline:** This cash offer is valid until [Insert Expiration Date]. Payment must be received in cleared funds by this date.
- **Full Release:** Upon receipt of payment, all current and future claims related to this matter will be considered satisfied and permanently waived.
- **No Admission of Liability:** This offer is made for settlement purposes only and does not constitute an admission of wrongdoing or liability by any party.

Please indicate your acceptance of this resolution by signing below and returning a copy of this letter to our office no later than [Insert Deadline Time/Date].

We look forward to resolving this matter amicably.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

Acceptance:

I, [Recipient Name], hereby accept the terms of the Confidential Cash Offer Resolution as outlined above.

Signature: _____ Date: _____