

SENT VIA EMAIL AND CERTIFIED MAIL

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

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]

RE: FINAL COUNTEROFFER AND NOTICE OF INTENT TO INITIATE LITIGATION

Dear [Recipient Name],

I am writing in response to your previous offer dated [Date of last offer] regarding [Briefly state the dispute, e.g., Breach of Contract / Unpaid Invoice #123 / Personal Injury Claim].

I have reviewed your proposal and find it insufficient to resolve this matter. However, in a final effort to reach an amicable settlement without the need for formal legal proceedings, I am prepared to make the following final counteroffer:

[State your specific counteroffer here, e.g., "Payment in the amount of \$X,XXX.XX to be paid no later than Date"]

Please be advised that this is my **final counteroffer**. This offer is made for settlement purposes only and is without prejudice to my rights and claims in any future litigation.

If we are unable to reach an agreement based on these terms by **[Deadline Date, e.g., 5:00 PM on Friday, Month Day, Year]**, I will have no alternative but to immediately escalate this matter. This includes, but is not limited to, the filing of a formal lawsuit in [Name of Court] to seek the full amount of [State total amount claimed], plus interest, court costs, and legal fees as permitted by law.

I trust that litigation will not be necessary and that you will give this final proposal serious consideration.

I look forward to receiving your written acceptance of this offer by the aforementioned deadline.

Sincerely,

[Your Signature]

[Your Printed Name]