

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

[Date]

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

RE: SETTLEMENT OFFER REGARDING BREACH OF LEASE - [Property Address]

Dear [Recipient Name],

This letter concerns the commercial lease agreement dated [Lease Start Date] for the premises located at [Property Address]. As previously communicated, you are currently in breach of the lease terms due to [Briefly state breach, e.g., non-payment of rent/unauthorized alterations/early abandonment].

As of [Date], the total outstanding balance and damages owed under the lease terms amount to \$[Total Amount Owed].

In an effort to resolve this matter efficiently and avoid the costs associated with formal legal proceedings, [Your Name/Company Name] is prepared to offer the following settlement terms:

- **Settlement Amount:** A one-time lump sum payment of \$[Settlement Amount].
- **Payment Deadline:** Payment must be received no later than [Deadline Date].
- **Release:** Upon successful receipt and clearing of the settlement funds, [Your Name/Company Name] will release you from further financial obligations related to this specific breach and the remaining lease term.

Please note that this offer is made for settlement purposes only and is without prejudice to our rights. If we do not receive your acceptance of this offer and the specified payment by [Deadline Date], this offer will be withdrawn, and we will proceed with all available legal remedies to recover the full amount owed, including interest and legal fees.

Please sign below and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

ACCEPTANCE:

I, [Recipient Name], hereby accept the settlement terms as outlined above.

Signature: _____ Date: _____