

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Insert Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[City, State, Zip Code]

RE: SETTLEMENT PROPOSAL REGARDING LEASE DEFAULT

Dear [Tenant Name],

This letter refers to the commercial lease agreement dated [Lease Date] for the premises located at [Property Address]. As of the date of this letter, your account is in default for the following reasons: [List defaults, e.g., unpaid rent for months of X, Y, Z, totaling \$0.00].

In an effort to resolve this matter without immediate legal action or eviction proceedings, Landlord proposes the following settlement terms:

- **Settlement Amount:** Tenant shall pay a reduced sum of \$[Insert Amount] as full and final satisfaction of the current arrears.
- **Payment Schedule:** Payment must be received in [One lump sum / Monthly installments of \$XXX] starting on [Start Date].
- **Vacation of Premises (Optional):** Tenant agrees to surrender the keys and vacate the property by [Date] in "broom clean" condition.
- **Release:** Upon successful completion of the payments above, Landlord agrees to release Tenant from further claims related to the specified default.

This offer is contingent upon Landlord receiving your written acceptance and the first payment no later than [Deadline Date]. If this matter is not resolved by the aforementioned date, Landlord reserves the right to exercise all legal remedies available under the lease and local law, including eviction and collection of the full balance due plus legal fees.

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

Sincerely,

[Landlord Name/Property Manager]

[Landlord Company Name]

ACCEPTANCE

The undersigned Tenant hereby accepts the settlement terms outlined above.

Signature: _____ Date: _____

Printed Name: [Tenant Name]