

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

SENT VIA [POSTAL METHOD / EMAIL]

[Date]

[Tenant Name]
[Tenant Business Name]
[Tenant Address]
[City, State, Zip Code]

RE: SETTLEMENT OFFER REGARDING LEASE TERMINATION AND EVICTION PROCEEDINGS

Property: [Property Address/Suite Number]

Case Number: [Court Case Number, if applicable]

Dear [Tenant Name/Representative],

This law firm represents [Landlord Name] ("Landlord") regarding the commercial lease agreement dated [Lease Start Date] for the property located at [Property Address].

As of [Date], you remain in default of your lease obligations due to [Reason for Default, e.g., non-payment of rent in the amount of \$Amount]. Our client is prepared to proceed with formal eviction and a money judgment; however, in the interest of avoiding protracted litigation, we are authorized to propose the following settlement terms:

1. Voluntary Vacancy: Tenant shall yield possession and vacate the premises no later than [Time] on [Date]. All keys and access devices must be returned to Landlord at that time.

2. Condition of Property: Tenant shall leave the premises in "broom clean" condition, removing all personal property and debris. Any items remaining after the vacancy date shall be deemed abandoned.

3. Settlement Payment: In exchange for a release of further liability regarding [Past Due Rent/Damages], Tenant shall pay a lump sum of \$[Amount] by [Date/Time].

4. Mutual Release: Upon successful completion of the vacancy and payment, both parties will execute a mutual release of all claims arising from the lease agreement.

This offer is made for settlement purposes only and is subject to Rule [Applicable Evidence Rule] regarding compromises and offers to settle. This offer expires on [Expiration Date/Time].

Please contact our office by [Deadline] to confirm your acceptance or to discuss these terms further.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

CC: [Landlord Name]