

Date: [Insert Date]

TO: [Landlord Name/Property Management Company]

ATTN: [Contact Person Name]

Address: [Landlord Address]

City, State, Zip: [Landlord City, State, Zip]

RE: Settlement Agreement for Lease Breach - [Commercial Property Address/Suite Number]

Dear [Landlord Name],

This letter serves as a formal proposal to settle the outstanding balance and breach of the commercial lease agreement dated [Original Lease Date] for the premises located at [Property Address].

The Tenant, [Your Business Name], acknowledges a total past-due balance of \$[Total Amount Owed]. In order to resolve this matter and avoid further legal action, we propose the following installment payment plan:

- **Initial Down Payment:** \$[Amount] to be paid by [Date].
- **Installment Amount:** \$[Amount] per month.
- **Number of Installments:** [Number] months.
- **Payment Schedule:** Payments to be made on the [Day, e.g., 1st] of each month, beginning [Start Date] and ending [End Date].

Upon timely completion of all payments specified in this plan, the Landlord agrees to waive any remaining late fees or penalties and considers the breach fully cured and the debt satisfied in full. Failure to make any payment within [Number] days of the due date shall render this agreement void, and the full original balance shall become immediately due.

Please indicate your acceptance of this proposal by signing below and returning a copy to us by [Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Business Name]

[Your Phone Number]

ACCEPTED AND AGREED BY LANDLORD:

Signature: _____

Name/Title: _____

Date: _____