

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Landlord Name/Property Management Company]
[Landlord Address]
[City, State, Zip Code]

RE: Full and Final Settlement of Outstanding Rent - Lease for [Property Address]

Dear [Name of Contact Person],

This letter refers to the commercial lease agreement dated [Lease Start Date] for the premises located at [Property Address].

Currently, the total outstanding balance for unpaid rent and associated charges is \$[Total Amount Owed]. Due to [briefly state reason, e.g., financial hardship/business closure], I am offering a one-time lump sum payment of \$[Settlement Amount Offered] as a full and final settlement of this debt.

This offer is made on the following conditions:

- Acceptance of this payment will serve as a complete release of any and all claims, past or future, related to the aforementioned lease.
- Neither [Your Company Name] nor any individual guarantors shall have further liability for rent, late fees, or damages.
- The Landlord will report the account as "Paid in Full" or "Settled" to any relevant credit bureaus.
- Both parties agree to keep the terms of this settlement confidential.

Upon your written acceptance of these terms, the payment will be made via [Payment Method, e.g., Wire Transfer/Certified Check] within [Number] business days.

Please sign and return a copy of this letter to indicate your agreement.

Yours sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Accepted and Agreed:

Signature: _____

Name: _____

Title: _____

Date: _____