

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

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

RE: SETTLEMENT OFFER REGARDING EVICTION PROCEEDINGS

Dear [Tenant Name],

As you are aware, eviction proceedings have been initiated regarding your tenancy at [Property Address] due to [Reason, e.g., non-payment of rent/lease violations].

In an effort to resolve this matter without further litigation or a formal eviction judgment on your record, I am proposing the following settlement terms:

- **Move-Out Date:** You agree to vacate the premises and return all keys by [Time] on [Date].
- **Property Condition:** The unit must be left in "broom-clean" condition, free of all personal belongings and trash.
- **Financial Agreement:** [Option A: You agree to pay a total sum of \$_____ by (Date).] OR [Option B: The Landlord will waive the past-due balance of \$_____ in exchange for your immediate departure.]
- **Legal Dismissal:** Upon successful completion of the above terms, the Landlord will file to dismiss the pending eviction lawsuit (Case # [Case Number]).

This offer is intended to provide a mutually beneficial solution that avoids the time and expense of a court trial. Please note that if an agreement is not reached by [Expiration Date/Time], we will proceed with the scheduled court hearing.

This letter is for settlement purposes only and does not waive any rights or claims the Landlord may have under the lease agreement or local law should this offer be rejected.

Please sign below and return this letter if you agree to these terms.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]

TENANT ACCEPTANCE:

I, [Tenant Name], hereby accept the terms of the settlement offer as outlined above.

Signature: _____ Date: _____