

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Landlord's Name or Property Management Company]
[Landlord's Address]
[City, State, Zip Code]

RE: Counter Offer for Settlement Regarding [Property Address/Case Number]

Dear [Landlord's Name],

I am writing in response to your recent offer regarding the pending eviction matter for the property located at [Property Address]. While I am interested in resolving this issue outside of court, I would like to propose the following counter offer:

- **Move-Out Date:** I agree to vacate the premises no later than [Insert Date].
- **Payment:** I propose to pay a total sum of \$[Amount] as a full and final settlement of all past due rent and fees. This will be paid by [Insert Date or Payment Schedule].
- **Security Deposit:** [Choose one: The security deposit shall be returned in full / The security deposit shall be applied toward the outstanding balance].
- **Dismissal of Case:** Upon the execution of this agreement and/or the final payment, you agree to formally dismiss the eviction case with prejudice and notify any credit reporting agencies to remove related negative marks.
- **Neutral Reference:** You agree to provide a neutral reference to future landlords, confirming only the dates of my residency.

If these terms are acceptable, please provide a written settlement agreement for both parties to sign. This offer is made for settlement purposes only and does not constitute an admission of liability.

I look forward to your response by [Insert Date] so we may finalize this matter.

Sincerely,

[Your Signature]

[Your Printed Name]