

WITHOUT PREJUDICE AND SUBJECT TO COSTS

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

[Date]

[Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: FINAL PRE-LITIGATION SETTLEMENT OFFER

Matter: [Brief Description of Dispute/Invoiced Number]
Total Amount Owed: \$[Amount]

Dear [Recipient Name],

This letter serves as a formal final attempt to resolve the outstanding dispute regarding [briefly state the reason for the dispute, e.g., unpaid services, breach of contract, or damages] without the need for formal legal proceedings.

To date, the sum of \$[Amount] remains unpaid despite previous requests for payment. We maintain that you are liable for this full amount plus potential interest and legal costs.

In the interest of reaching an amicable and timely resolution, we are prepared to accept a reduced lump sum of **\$(Settlement Amount)** as full and final settlement of this matter, provided that payment is received by [Deadline Date].

Please note that this offer is made strictly to avoid the costs and time associated with litigation. If we do not receive payment or a satisfactory written response by the deadline stated above, this offer will be withdrawn, and we will proceed with filing a formal lawsuit in [Name of Court] to recover the full amount, plus:

- Pre-judgment and post-judgment interest;
- Court filing fees;
- Legal representation fees;
- Any other associated costs allowed by law.

Payment can be made via [Payment Method, e.g., Bank Transfer, Check] using the following details:

[Payment Details/Account Information]

We strongly urge you to consider the legal expenses and risks associated with litigation and resolve this matter immediately.

Sincerely,

[Your Signature]

[Your Printed Name]