

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Landlord Name or Management Company]

[Address]

[City, State, Zip Code]

Re: Letter of Representation and Settlement Proposal

Tenant: [Tenant Name]

Property Address: [Full Address of Rental Property]

Account Number/Reference: [Reference Number if applicable]

Dear [Landlord Name/Property Manager],

Please be advised that [Your Name/Firm] has been retained to represent [Tenant Name] regarding the outstanding rent balance for the above-referenced property.

Our client acknowledges a past-due balance of \$[Total Amount Owed]. However, due to [briefly state reason: e.g., financial hardship, loss of employment, medical issues], our client is unable to pay the full amount in a single lump sum at this time.

On behalf of our client, we propose the following settlement options for your consideration:

Option 1: Lump Sum Settlement

Our client offers a one-time payment of \$[Amount] as full and final satisfaction of the debt. This payment will be made within [Number] days of a signed settlement agreement.

Option 2: Payment Plan

Our client proposes to pay the total balance in monthly installments of \$[Amount] starting on [Date], until the balance is paid in full.

In exchange for this agreement, we request that you agree to waive any late fees or interest and refrain from initiating eviction proceedings or reporting negative information to credit bureaus, provided the terms of this agreement are met.

Please direct all future correspondence regarding this matter to our office. We look forward to reaching a mutually beneficial resolution. Please respond by [Date] to confirm your acceptance of one of these proposals or to provide a counter-offer.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Firm Name]