

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

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Final Settlement Offer regarding Invoice(s) [Invoice Number(s)]

Dear [Client Name],

This letter follows our recent communications regarding the outstanding balance of \$[Total Amount Owed] on your account. We understand there is a disagreement regarding [briefly state the disputed issue, e.g., hours billed / services rendered].

In an effort to resolve this matter amicably and avoid further costs or legal action, we are extending a final settlement offer. We are prepared to accept a one-time payment of \$[Settlement Amount] as full and final satisfaction of the total outstanding balance.

This offer is subject to the following conditions:

- Payment must be received no later than [Date].
- Payment must be made via [Payment Method].
- Upon receipt of this payment, both parties agree that no further sums are due, and the account will be closed.

Please note that if this offer is not accepted and payment is not received by the date specified above, this offer will be withdrawn. We reserve the right to pursue the full original balance of \$[Total Amount Owed] through formal collection procedures or legal channels.

Please sign below and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Acceptance of Settlement Offer

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

Signature: _____ Date: _____