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

[Date]

[Creditor Name or Collection Agency Name]
[Contact Person, if known]
[Creditor Address]
[City, State, Zip Code]

RE: Settlement Offer for Account Number: [Your Account Number]

Dear [Contact Name or Accounts Receivable Department],

This letter is regarding the outstanding balance on the above-referenced commercial account in the amount of $[Total Amount Owed].

At this time, [Your Business Name] is experiencing significant financial hardship due to [briefly mention reason, e.g., market downturn or cash flow constraints]. As a result, we are unable to pay the balance in full.

We would like to propose a one-time, lump-sum settlement payment of $[Offer Amount] to resolve this debt completely. This amount represents [Percentage]% of the current total balance.

This offer is contingent upon the following terms:

- The payment of $[Offer Amount] shall be accepted as full and final settlement of the debt.
- Upon receipt of payment, [Creditor Name] will release [Your Business Name] from any further liability or obligations regarding this account.
- The account will be reported to any relevant credit bureaus as "Settled in Full" or "Paid as Agreed."
- [Creditor Name] will cease all collection activities and legal actions immediately.

This offer is valid until [Expiration Date]. Please provide your written acceptance of these terms on company letterhead before we issue the payment.

We look forward to resolving this matter amicably. Please contact me at [Phone Number] or [Email Address] to confirm your agreement.

Sincerely,

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