

**[Your Name/Executor Name]**

Executor of the Estate of [Deceased's Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

**[Recipient Name/Debtor Name]**

[Recipient Address]

[City, State, Zip Code]

**RE: SETTLEMENT OFFER FOR DEBT OWED TO THE ESTATE OF [DECEASED'S NAME]**

Dear [Recipient Name],

I am writing to you in my capacity as the Executor of the Estate of [Deceased's Name]. According to the records of the deceased, you currently owe a balance of \$[Total Amount Owed] regarding [Describe Debt, e.g., Loan, Unpaid Invoice, etc.].

The Estate is currently in the process of liquidating assets and settling all outstanding accounts. To facilitate a prompt resolution of this matter, I am authorized to offer you a one-time settlement of the aforementioned debt.

**Settlement Terms:**

- **Settlement Amount:** \$[Reduced Amount]
- **Payment Due Date:** [Date]

If the Estate receives payment of \$[Reduced Amount] by the date specified above, this payment will be accepted as full and final satisfaction of the total debt. Upon receipt of these funds, the Estate will release you from any further liability regarding this specific account.

Please note that if this settlement offer is not accepted and payment is not received by [Date], the Estate reserves the right to pursue the full balance of \$[Total Amount Owed] through all available legal means, including formal collection proceedings.

Please make the check or money order payable to: **The Estate of [Deceased's Name]** and mail it to the address listed at the top of this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Executor for the Estate of [Deceased's Name]