

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE LAWSUIT / SETTLEMENT OFFER

Dear [Contact Name or Accounts Payable Department],

This letter serves as a final formal demand for payment regarding the outstanding balance owed to [Your Company Name] for goods/services provided under Invoice(s) #[Insert Invoice Numbers].

As of [Insert Date], the total delinquent amount is \$[Insert Amount], which includes the principal balance and accrued late fees. Despite previous reminders sent on [Dates of Previous Notices], this balance remains unpaid.

Settlement Offer:

In an effort to resolve this matter without the necessity of formal legal proceedings, [Your Company Name] is willing to accept a reduced lump-sum payment of \$[Insert Settlement Amount] as full and final satisfaction of this debt, provided that payment is received no later than [Insert Deadline Date, e.g., 10 days from date of letter].

Notice of Intent to Litigate:

If we do not receive the settlement payment or a mutually agreed-upon payment plan by the aforementioned date, we will have no choice but to pursue all available legal remedies. This may include:

- Filing a formal lawsuit in [Insert County/State] to recover the full balance.
- Seeking recovery of attorney's fees, court costs, and pre-judgment interest.
- Reporting the delinquency to commercial credit bureaus.

We would prefer to resolve this amicably. Please remit payment via [Insert Payment Method] or contact [Insert Name] at [Insert Phone/Email] immediately to confirm receipt of this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]