

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Notice of Debt and Settlement Offer - [Account Number/Reference Number]

Dear [Debtor Name],

This letter is regarding the outstanding balance of \$[Total Amount Owed] owed to [Your Name/Company Name] for [Description of Goods/Services provided], which was due on [Original Due Date].

Despite previous reminders, this account remains unpaid. However, in an effort to resolve this matter amicably and in good faith, I am prepared to offer a settlement to close this account.

Settlement Proposal:

I am willing to accept a reduced lump-sum payment of \$[Settlement Amount] as full and final satisfaction of this debt. This offer is valid provided that the payment is received no later than [Deadline Date].

Upon receipt and clearance of the agreed settlement amount, [Your Name/Company Name] will consider the debt fully discharged and will cease all further collection activities regarding this specific account.

Payment Instructions:

Please make payment via [Accepted Payment Method, e.g., Bank Transfer, Check, Online Portal]. [Insert Payment Details/Instructions here].

If this settlement offer is not accepted and payment is not received by [Deadline Date], this offer will be withdrawn, and I may proceed with further recovery actions, which may include formal legal proceedings to recover the full balance plus interest and costs.

I look forward to resolving this matter promptly. Please contact me at [Phone Number] if you wish to discuss this offer.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]