

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Confidential Settlement and Good Faith Payment Proposal regarding [Reference Account or Case Number]

Dear [Recipient Name/Title],

This letter serves as a formal proposal to resolve the outstanding matter between [Your Name/Company Name] and [Recipient Name/Company Name] regarding [briefly describe the dispute or debt].

In an effort to resolve this matter amicably and avoid the costs and time associated with further legal action or collection efforts, I am offering a total settlement amount of \$[Insert Total Amount].

As a demonstration of good faith, I have enclosed a payment in the amount of \$[Insert Payment Amount]. This payment is made on the condition that both parties agree to the following terms:

- The total settlement amount of \$[Insert Total Amount] will be accepted as full and final satisfaction of all claims and outstanding balances.
- Upon acceptance, [Recipient Name] will release [Your Name] from any further liability related to this matter.
- This agreement and its terms shall remain strictly confidential.
- [Optional: Any negative reporting to credit agencies regarding this account will be removed or updated to "Paid in Full".]

Please indicate your acceptance of this proposal by signing below and returning a copy of this letter to me by [Insert Deadline Date]. If this proposal is not accepted, the enclosed payment is to be returned or applied only as a partial payment without prejudice to my rights.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]

ACCEPTANCE OF SETTLEMENT

The undersigned hereby accepts the terms of the settlement and good faith payment proposal as outlined above.

Signature: _____

Name/Title: _____

Date: _____