

# OFFER OF SETTLEMENT

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

## **THIS IS OUR FINAL ATTEMPT TO SETTLE THIS DISPUTE**

Dear \_\_\_\_\_,

I, \_\_\_\_\_, am writing this letter as a last and final attempt to settle the matter of: \_\_\_\_\_.

It is in the best interests of both parties to settle this matter. Therefore, we have prepared an offer of \$\_\_\_\_\_ to have this settled today.

A response to this letter is required by \_\_\_\_\_, 20\_\_\_\_\_.

If there is no response to this letter, all legal rights shall be explored, including, but not limited to, legal proceedings necessary to recover the debt without further notice or this debt may be transferred to a collection's agency in accordance with State and Federal laws.

This offer of settlement serves as an official notice to you and may be tendered in court as evidence of your failure to pay. If legal action is to occur to resolve this matter, it may involve having you pay attorney's fees and may impact your credit history.

We hope to resolve this matter as soon as possible.

Sincerely,

\_\_\_\_\_