Settlement Offer Letter Template

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Subject: Settlement Offer for Outstanding Debt

Dear [Customer's Name],

We write to offer a potential resolution to the matter of your unpaid invoice (#[Invoice Number]) for [Amount], which has been outstanding for some time. We understand that financial difficulties can arise, and we wish to work with you to find a suitable solution.

In an effort to expedite the resolution, we propose a settlement arrangement. If you are able to make a one-time payment of [Settlement Amount] by [Settlement Expiry Date], we are willing to consider the debt settled in full.

To confirm your agreement to this offer and to discuss the necessary steps to proceed, please contact our accounts department at [Accounts Department Phone Number] as soon as possible.

We look forward to your prompt response and the opportunity to bring this matter to a close.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]