

Business-to-Business Settlement Acceptance

Subject: Business Debt Settlement Agreement Acceptance - Invoice #[Number]

Dear [Business Partner/Vendor],

Thank you for your flexibility in offering a settlement arrangement for our outstanding invoice #[Number] dated [Date].

[Business Name] accepts your settlement proposal:

- Outstanding amount: \$[Amount]
- Settlement amount: \$[Amount]
- Payment terms: [Details]

We appreciate your understanding of our current cash flow situation and your willingness to work with us to resolve this matter. This settlement will help preserve our business relationship while addressing the outstanding obligation.

Our accounting department will process payment according to the agreed schedule. Please provide a formal settlement agreement for our records, and confirm that this payment will close the account.

We value our business relationship and look forward to future transactions under normal payment terms.

Best regards,

[Your Name]

[Title]

[Business Name]

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