

# SETTLEMENT OFFER ON DISPUTED AMOUNT

(Made without prejudice)

Date: \_\_\_\_\_

To: \_\_\_\_\_

We are in receipt of your statements indicating a balance due to you of  
\$\_\_\_\_\_.

Please be advised that we dispute your claimed debt for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Without admitting to any liability, but as an offer of compromise and settlement, we propose to settle this account in full by the payment of \$\_\_\_\_\_. Our check in that amount will be forwarded to you immediately upon the receipt by us of the enclosed copy of this letter, signed and accepted by you.

Yours very truly,

\_\_\_\_\_