

June 29, 2023

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: SETTLEMENT OFFER ON DISPUTED ACCOUNT

Dear [CONTACT NAME],

We are in receipt of your statements indicating a balance due you of [AMOUNT].

We dispute the debt for the following reason(s):

[DESCRIBE]

Without admitting to any liability, but as an offer of compromise, we propose to settle this account in full by payment of [AMOUNT]. Our check in that amount is enclosed and deposit of the check shall discharge the entire balance claimed.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com