[DATE]

Contact Name

Address

Address2

Country

City/Province

Zip/Postal Code

**RE: SETTLEMENT OFFER ON DISPUTED ACCOUNT**

Dear [CLIENT NAME],

We are in receipt of your claim that you are due to receive a balance in the amount of [AMOUNT].

This reputed debt is disputed for the following reasons:

[EXPLA*IN RE*ASONS IN FULL]

Without admitting liability, we will however offer a compromise. We are willing to settle your claim in full equal to [AMOUNT]. Our cheque for that amount is enclosed. Once the cheque has been deposited, this will indicate your agreement to the settlement. The entire amount will be liberated, and all our liability will be released from that point onwards.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]