

Offer to Settle Disputed Account

Date: _____, 20 _____

To: _____

RE: Disputed Account

Dear _____:

We are in receipt of your statement of our account dated _____, 20 _____, indicating a balance due you of \$ _____.

As noted in our previous letter dated _____, 20 _____, we dispute this amount due for the following reasons:

Without admitting any liability on this account, but as an offer to compromise the amount due, we offer to settle this account in full by our payment to you of \$ _____.

Our check # _____ in that amount is enclosed. Your deposit of that check shall confirm your acceptance of our offer to settle this account and shall discharge the entire balance claimed.

Very truly,

Signature

Printed Name