

OFFER TO SETTLE DISPUTED ACCOUNT

Account #:	Date:	
Customer:	Telephone:	
Address:		
City	State:	Zip:

We are in receipt of your statement of our account dated _____, 19_____, indicating a balance due to you of \$_____.

As noted in our previous letter dated _____, 19_____, we dispute this amount due for the following reasons:

Without admitting any liability on this account, but as an offer to compromise on 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.

Sincerely,
