

# SETTLEMENT DEMAND LETTER

**From**

**To**

**Date:**

**RE: Settlement Demand**

Dear \_\_\_\_\_,

This letter serves as a formal settlement opportunity for the matter regarding \_\_\_\_\_.  
This matter can be resolved by \_\_\_\_\_ and by submitting a payment of  
\$ \_\_\_\_\_.

Despite previous attempts to rectify the situation, this resolution and payment have not been received. Please consider this letter as a final demand for both.

Unless these requirements are met by \_\_\_\_\_, I will pursue further action to recover the debt, including referring the matter to a collections agency or seeking legal remedies available under state law.

If you have questions about this settlement demand or believe there is an error, please get in touch with me immediately.

Sincerely,

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