[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Offer of Settlement on Disputed Account**

Dear [CONTACT],

We are *in re*ceipt of your statements indicating a balance due to you for [CURRENCY][AMOUNT].

We query the amount for the reason(s) below:

[DESCRIBE]

We intend to settle this account in full by payment of [AMOUNT], without admitting to any liability, but as an offer of compromise. Our cheque for that amount is enclosed and deposit of the cheque will discharge the entire balance claimed.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]