

# OFFER OF SETTLEMENT/ SMALL CLAIMS DEMAND LETTER

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## THIS IS THE FINAL ATTEMPT TO SETTLE THIS DISPUTE

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Claimant Name/ Address)

Date \_\_\_\_\_, 20\_\_\_\_

Dear \_\_\_\_\_, (Respondent Name)

This letter serves as the last and final attempt to settle the following matter:

\_\_\_\_\_.

It is in both of our best interests to resolve this matter amicably so in order to settle this today, we are willing to settle and dismiss this matter for \$\_\_\_\_\_.

You must respond to this letter by \_\_\_\_\_, 20\_\_\_\_.

Failure to respond will result in the pursuit of legal action against you. All legal rights will be explored without further notice to you and this debt may be transferred to a collection's agency in accordance with State and Federal laws. This may cause you to incur additional expenses, including but not limited to paying attorney's fees and filing costs and your credit may be impacted. This letter will be used as additional proof of your failure to pay should legal action be pursued.

We hope to resolve this matter as quickly as possible.

Sincerely,

\_\_\_\_\_ (Claimant Name)

