

**(YOUR COMPANY NAME, CONTACT, ADDRESS, PHONE, FAX, EMAIL)**

**(CUSTOMER COMPANY)  
(CUSTOMER CONTACT)  
(ADDRESS)  
(CITY) (STATE) (ZIP CODE)**

**(DATE)**

RE:Dispute Settlement Agreement  
Balance: \$(FULL AMOUNT DUE)

**(CUSTOMER CONTACT):**

Whereas a controversy has arisen between the parties, and neither by signing this agreement are admitted or implying any wrong doing, the parties have agreed to resolve their difference by a mutually agreed upon settlement.

**(CUSTOMER COMPANY NAME)** has agreed to pay to **(YOUR COMPANY NAME)** the amount of **\$(SETTLEMENT AMOUNT)** as full and final settlement of all claims due and has agreed that this payment will be made on or before **(DUE DATE)**.

**REMITTANCE ADDRESS: (ADDRESS WHERE PAYMENT IS TO BE MAILED)**

Upon receipt and subsequent clearance of **(CUSTOMER COMPANY)**'s payment in the amount Of **\$(SETTLEMENT AMOUNT)(YOUR COMPANY NAME)** releases **(CUSTOMER COMPANY)**, it's officers, owners, directors, and successors from any further claim or liability:

**AND**

**(CUSTOMER COMPANY NAME)** releases **(YOUR COMPANY NAME)**, its' officers, owners, directors, and successors from any further claim or liability.

Should **(CUSTOMER COMPANY)** fail to pay the agreed settlement by the agreed upon date **(YOUR COMPANY NAME)** reserves the right to remedy under law for the full amount originally claimed due and owing.

Should you have any question please feel free to contact me at **(YOUR PHONE NUMBER)**, or via email to **(YOUR EMAIL ADDRESS)**

\_\_\_\_\_  
**(YOUR COMPANY NAME)'s  
AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**(CUSTOMER COMPANY)'s  
AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**(DATE)**

\_\_\_\_\_  
**(DATE)**