

(YOUR COMPANY INFORMATION)

(DATE)

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

EMAIL:

FAX:

RE: SETTLEMENT AGREEMENT
Balance: \$(FULL AMOUNT DUE)

Dear **(CUSTOMER CONTACT)**:

Pursuant to our discussion of **(DATE NEGOTIATED)** we have agreed to accept \$(**AMOUNT OF SETTLEMENT**) as full and final settlement of all claims due provided the following terms are met:

TERMS: (DEFINE THE AGREED TERMS, i.e.)

12 payments of \$(**PAYMENT AMOUNT**) per month beginning **(DUE DATE OF 1ST PAYMENT <MONTH> <DATE> <YEAR>)** and ending **(DUE DATE OF THE FINAL PAYMENT <MONTH> <DATE> <YEAR>)**.

REMITTANCE ADDRESS: (ADDRESS WHERE PAYMENTS ARE TO BE MADE)

DEFAULTS: Payments not received when due and exceed a **(NUMBER OF DAYS)** grace period, or any check that fails to clear your bank for any reason, will default this agreement in its' entirety.

In the event of default **(CUSTOMER COMPANY NAME)** agrees to pay the full amount originally claimed due, less any partial payments made up to & including the date of default.

{OPTIONAL, BUT RECOMMENDED}

(CUSTOMER COMPANY NAME) further agrees that should a default occur they will compensate **(YOUR COMPANY NAME)** with interest of **(APR)** per annum, **(MONTHLY PERCENTAGE)** from the date of default.

It is further agreed, should **(YOUR COMPANY NAME)** deem it necessary to retain an outside collection agency and/or an attorney to protect our right of payment **(CUSTOMER COMPANY NAME)** will pay all actual collection fees, attorney fees, and all court costs associated with **ANY** litigation that arises due to non-payment of this agreement.

Please sign below as an acknowledgment of the agreed terms.

Very truly yours,
**(YOUR SIGNATURE),(TITLE)
(YOUR COMPANY NAME)**

**AUTHORIZED SIGNATURE
(CUSTOMER COMPANY)**

TITLE

PRINT NAME