**SETTLEMENT DEMAND LETTER**

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, & ZIP]

[SENDER CONTACT INFO]

Date: [DATE]

[RECIPIENT NAME (AND TITLE, IF APPLICABLE)]

[RECIPIENT STREET ADDRESS]

[RECIPIENT CITY, STATE, & ZIP]

**THIS IS OUR FINAL ATTEMPT TO SETTLE THIS DISPUTE**

Dear [RECIPIENT NAME],

I, [NAME OF PERSON SENDING LETTER], am writing this letter as a last and final attempt to settle the matter of: [DESCRIBE DISPUTE].

It is in the best interests of both parties to settle this matter. Therefore, we are prepared to ["ACCEPT" OR "OFFER"] a sum of $[AMOUNT] as a settlement.

If there is no response to this demand letter by [DATE], all legal rights may be explored, including, but not limited to, legal proceedings necessary in accordance with state and federal laws.   
  
This demand letter serves as official notice to you and may be tendered in court as evidence of your failure to cooperate. If legal action is to occur, you may be held liable for court fees, attorney’s fees, and damages.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SIGNING PARTY NAME (AND TITLE, IF APPLICABLE)]