

Form: Settlement of Disputed Account

Description: Am agreement to compromise on disputed accounts owed

[LETTERHEAD]

[DATE]

Re: Settlement of Disputed Account

Dear _____

As we have discussed, this letter will reduce to writing our prior oral agreement to settle our account with you. To reiterate our discussion, we disagree over the amount due us; however, to promote goodwill between us, we are prepared to settle matters regarding your current account with us.

You have agreed to pay us \$_____ on or before _____, _____. Once you have fully timely paid this amount, we will have agreed to waive our claims against you under invoice #_____ for \$_____ owed to us. Failure to timely pay will accrue interest at the rate of 12% per month. Your failure to pay will also allow us to recoup all attorneys' fees incurred by us in connection with this matter.

Please sign below to show your acceptance of the above described payment terms. We are happy to put this matter behind us so we can move forward with a mutually beneficial relationship with you and your company.

Sincerely,

[COMPANY]

By_____

Title_____

Agreed and Accepted:

[Name of Company]

By_____

Title_____