

Full and final settlement

Creditor address

WITHOUT PREJUDICE:

Dear Sir/Madam

Re:

We write with reference to the money which you are claiming on the above account. We can confirm that we are unable to offer to pay the money which we owe in full. .

However, I can raise £ and I want to offer this as an ex-gratia payment in full and final settlement of the account. This offer is made on the clear understanding that, if accepted, neither you nor any associate company will take any other action to enforce or pursue this debt in any way whatsoever and that we will be released for any liability.

We also request that, if accepted, you will make an entry on a credit reference agency file relating to the above account as "satisfied" in full.

Payment can be made within 2 weeks of receiving your written agreement of this offer and method of payment.

We look forward to receiving your reply.

Yours faithfully