

[Print on Company Letterhead Address]

<<INDIVIDUAL>>  
<<COMPANY NAME IN FULL>>  
<<ADDRESS>>  
<<ADDRESS>>  
<<ADDRESS>>  
  
<<DATE>>

Dear <<Insert Name>>,

Thank you for your letter of <<Date>>

We confirm our acceptance of this offer of <<Amount>>.in full and final settlement of our claim against you.]<<or - for receipt of the sum offered but reserve our right to claim the full outstanding sum in the event of any instalment.>>

[Once we have received payment in full we will discontinue the claim against you in <<County Court>> County Court. We will inform you of the outcome.]

[Once we have received payment of the agreed instalment we will write to <<County court>> County Court asking for an adjournment of the debt in accordance with the agreed instalment schedule.]

Yours sincerely,

<<Name>>  
<<Title>>

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