[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Demand for Settlement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of my client, [Client's Name], in relation to a pending matter involving your company, [Company Name]. As you may be aware, my client and your company were engaged in a business transaction that has unfortunately resulted in a dispute regarding payment.

To provide a brief overview, my client had provided [details of the service/product provided] to your company on [date]. Pursuant to our agreement, your company was obligated to make the full payment of [amount owed] by [payment due date]. However, despite repeated reminders and attempts to amicably resolve this matter, the payment remains outstanding till date.

Due to this non-payment, my client has suffered financial distress and consequential damages. It is imperative that we reach a prompt resolution to avoid further escalation of this matter. Therefore, we hereby demand an immediate settlement of the outstanding amount of [amount owed], as well as any additional interest or charges that may have accrued as per the terms of our agreement.

To facilitate the settlement process, we propose that the payment be made in full within [specified timeframe] from the date of this letter. Upon receipt of the settlement amount, we will consider the matter closed and will refrain from pursuing any further legal action.

Please be advised that if the proposed settlement is not honored within the aforementioned timeframe, we will have no choice but to seek legal remedies to recover the amount owed, which may include filing a lawsuit. This course of action would result in additional costs and potential damage to your company's reputation.

We strongly encourage you to consider the adverse consequences of prolonging this dispute and to take immediate actions to settle this matter amicably. To maintain open lines of communication, we kindly request that you respond to this letter within [reasonable timeframe] with your acceptance of the proposed settlement or with a detailed explanation for the non-payment.

Should you have any questions or require any further information, please do not hesitate to contact me directly at [Phone Number] or [Email Address]. We remain hopeful that this matter can be resolved swiftly and without further legal intervention.

Thank you for your prompt attention to this urgent matter.

Yours sincerely,

[Your Name]

[Your Title/Designation]

[Law Firm/Business Name]