**Letter offering a client agreeable payment terms to settle a debt**

[name and address of client]

[date]

Dear [insert name]

**Outstanding debt**

I am disappointed that you have not settled your debt on the agreed terms.

In the interests of resolving the matter, on this occasion I would be prepared to accept payment of the debt immediately due and owing to us as follows:

[set out payment terms]

For the avoidance of doubt, this willingness does not constitute a formal variation to our agreement, and our rights are fully reserved.

Yours sincerely

[name]

[title]