

Date:  
Landlord Name:  
Address:

Tenant Name:  
Address:

**Subject: Overdue Rent Debt Settlement Offer**

Dear ,

I am writing regarding the outstanding rent for the property located at . I am aware that the amount of rent overdue as of is .

I would like to propose the following settlement offer to resolve the overdue rent debt:

- Settlement Amount:
- Payment Due Date:
- Payment Method:

Upon receipt and clearance of the payment specified above, I kindly request that you consider the overdue rent matter settled in full and issue written confirmation that no further rent is owed for the period in question.

Please let me know if you accept this offer. I appreciate your cooperation and hope to resolve this matter amicably.

Sincerely,

Tenant Name  
Contact Information