

Settlement Offer Letter

India SMB

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a full-and-final settlement letter (English + Hindi) to close a payment dispute at an agreed amount and timeline. Use this to settle for less and move on cleanly; to demand the full amount use the Customer Non-Payment Letter, and to file a formal claim use the MSME Samadhaan Complaint Guide.

Purpose of this tool & output

Draft a negotiated settlement to close a payment dispute cleanly

How the output is used

Send the drafted settlement offer to close a payment dispute cleanly on agreed terms, without prejudice.

Who receives it

The other party to the dispute (customer or supplier).

How to submit / file it

Send in writing marked without prejudice; on acceptance, both sign the settlement terms.

Who should vet it

A lawyer, to keep the offer without-prejudice and the final settlement enforceable.

Important cautions

For larger amounts, have a lawyer review before signing.

Companion documents

- Customer Non-Payment Letter
- Payment Reminder Sequence
- MSME Samadhaan Complaint Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.