**Registered Mail Number: RE xxx xxx xxx US**

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| --- | --- |
| **C.E.O. / C.F.O. for**  COMPANY NAME HERE  1234 THEIR ADDRESS ST.  CITY / TOWN, ST 12345  **Respondent** | FIRST MIDDLE LAST  1234 YOUR ADDRESS ST.  CITY / TOWN, ST 12345  **Principal** |

**NOTICE OF TENDER FOR SETOFF**

**PRIVATE AND CONFIDENTIAL**

**NOTICE TO AGENT IS NOTICE TO PRINCIPAL.**

**NOTICE TO PRINCIPAL IS NOTICE TO AGENT.**

Date Goes Here, 2024

**RE: Account # xxxxxxxxxx**

To whom it may concern:

This is a legal notice and not a letter.

Please find enclosed the commercial instrument your company sent me in relation to the above account Accepted for Value and returned for settlement. Please also be advised that this instrument, once properly endorsed, is a lawful specie of payment under the Uniform Commercial Code in section § 3-104 which can be used to credit / off-set the balance of the above account.

However, should you decide not to accept this form of payment, then please return my commercial instrument along with an Affidavit under the penalty of perjury and full commercial liability as to why your organization is exempt from the legislation as outlined above or why the commercial instrument is unacceptable for discharge and payment.

**Please note** if you do not return the presentment from Principal within fifteen **(15)** days of the date of receipt, then we are in agreement that the bill has been paid in full.

If you doreturn my instrument **without** your written explanation as to why your organization is exempt from the legislation outlined above and why the commercial instrument is unacceptable, then we are in agreement that you have turned down my legitimate payment and, therefore, the **account balance owed by Principal is now zero.**

Please confirm my account balance is now zero.

**If you do not understand this notice, please seek legal advice.**

I trust that this is to your satisfaction and that no further claims will be made against

FIRST MIDDLE LAST.

Enclosed is the following:

* UCC-1 Financing Statement filed for FIRST MIDDLE LAST
* Accepted for Value payment coupon
* Notice of Acceptance of Presentment
* Relevant tax forms 1099-A, 1099-OID, form 56, etc.

This notice is being served pursuant to the Fair Debt Collections Practice Act (F.D.C.P.A.), the Truth in Lending Act, and the Banking Act of 1933.

Yours without dishonor, ill will, or frivolity. All rights reserved. Non-assumpsit.

Errors and Omissions Excepted

Without prejudice, by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative