

Gra-Bar Inc  
102 Bond Street  
Westbury, NY 11590

41%  
BUSINESS  
VENDOR  
DEBT

3/15/17

[REDACTED] Inc.  
[REDACTED]  
[REDACTED]

RE: Agreed settlement of outstanding balance, account # [REDACTED]

As we have previously discussed, this letter outlines and confirms the terms of our Agreement to settle the outstanding balance on the account referenced above:

1. We agree to accept payment of \$2000.00 as a full and final settlement of all outstanding charges, fees, late fees, over-limit or late payment fees on the account referenced above.
2. The first payment will be for \$500.00 within 30 days of the receipt of this letter and the balance will be paid within 60 days of the first payment. Payments will be by either certified check or money order only.
3. Gra-Bar Inc. agrees to immediately Cease & Desist all collection activities relating to this account, either directly or through any third-party debt collection agent or attorney.
4. Gra-Bar Inc. agrees not to sell this debt to any third party since you now recognize this account as either **SETTLED AS AGREED** or **SATISFACTORILY SETTLED** or simply **SETTLED**.

Sincerely,

**ACCEPTED AND AGREED:**

Grace Marie Malin  
Authorized Party Print Name

President  
Title

Grace Marie Malin  
Authorized Party Signature

3/15/17  
Date