

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Address  
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate discussions regarding a potential settlement regarding [briefly describe the issue or dispute]. I believe that an open dialogue can lead us to a mutually agreeable resolution.

Please let me know a convenient time for you to discuss this matter further. I am confident that we can reach an understanding that satisfies both parties.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]