

# Dispute Resolution Settlement Offer

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to you regarding the ongoing dispute concerning [briefly describe the dispute]. In the spirit of resolving this matter amicably and efficiently, we would like to present a settlement offer.

Our proposed settlement terms are as follows:

- [Detail the first term of the settlement]
- [Detail the second term of the settlement]
- [Detail any additional terms]

We believe that this offer presents a fair resolution for both parties and would help to avoid further escalation of this dispute. We kindly ask you to respond by [insert a date for response], to discuss this matter further.

Thank you for considering our offer. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]