

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to initiate a discussion regarding the ongoing matter related to [Brief Description of the Dispute or Issue].

In the interest of reaching a mutually agreeable resolution, I would like to propose a settlement negotiation. Our goal is to arrive at a solution that respects the interests of both parties while minimizing any further legal complications.

To facilitate this process, I suggest that we meet on [Proposed Date] at [Proposed Location] or we could arrange a virtual meeting if that is more convenient. During our discussion, we can review the pertinent details and explore potential settlement options.

Please let me know if the proposed date works for you or if there is another time that would be more suitable. I believe that open communication is the key to resolving this matter amicably.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]