

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Settlement Proposal Regarding [Case Name or Number]

I hope this letter finds you well. I am writing to propose a settlement regarding the ongoing litigation involving [briefly describe the case]. It is my belief that reaching a mutually agreeable resolution could save both parties significant time and resources.

To that end, I propose the following terms for settlement:

- Term 1: [Describe the first proposed term]
- Term 2: [Describe the second proposed term]
- Term 3: [Describe any additional terms]

I am confident that these terms represent a fair resolution given the circumstances and are in the best interests of both parties. I kindly request a response by [insert a reasonable deadline] so that we may proceed to finalize this settlement.

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company, if applicable]