

# Pre-Trial Settlement Offer

[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],

RE: Settlement Offer for [Case/Claim Number or Description]

I am writing to propose a settlement in relation to the above-referenced matter. After reviewing the circumstances surrounding this case, I believe that reaching an amicable resolution would be beneficial for both parties.

To avoid the time and costs associated with further litigation, I am prepared to offer the following terms:

1. [Detail the first term of the offer]
2. [Detail the second term of the offer]
3. [Any additional terms]

This offer remains open until [insert expiration date]. I urge you to consider this offer seriously, as settlement at this stage may save both parties substantial expenses and resources.

Please feel free to contact me at your earliest convenience should you have any questions or require further discussion.

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

Sincerely,  
[Your Name]