

Counteroffer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent proposal regarding the settlement of [brief description of the dispute]. After careful consideration, I would like to present a counteroffer for your review.

In your previous correspondence dated [insert date], you proposed [describe the original offer]. While I appreciate your position, I believe the following adjustments to the terms are necessary:

- [Detail the terms of your counteroffer]
- [Detail any additional conditions or modifications]

I believe this counteroffer addresses both parties' interests and is a fair resolution to our dispute. I hope we can come to a mutually agreeable settlement swiftly.

Please respond to this counteroffer at your earliest convenience. I am open to further discussion and negotiation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]