

Settlement Negotiation Letter

[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],

I hope this letter finds you well. I am writing to express my willingness to negotiate a settlement regarding [brief description of the issue or dispute]. I believe that an amicable resolution is in the best interest of both parties.

To facilitate this process, I propose that we schedule a meeting at a mutually convenient time to discuss the matter further. I am confident that we can reach an agreement that satisfies both parties.

Thank you for considering my request. I look forward to your prompt response so we can move forward productively.

Sincerely,

[Your Name]