

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the settlement of [briefly describe issue or case]. It has been [insert time since last communication] since we last spoke, and I wanted to check in on the progress of our negotiations.

We believe that reaching a settlement that is mutually agreeable is in the best interest of both parties, and I am eager to hear your thoughts on our previous proposals. Please let me know if there have been any updates or if further discussions are needed.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]