

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a potential settlement regarding [brief description of the dispute or case name]. My intention is to open a dialogue that could lead to an amicable resolution for both parties.

Given the circumstances surrounding this matter, I believe it is in our best interest to engage in negotiations to avoid lengthy litigation. I propose the following terms for consideration:

- [Proposed Settlement Term 1]
- [Proposed Settlement Term 2]
- [Proposed Settlement Term 3]

I am open to discussions and adjustments to these terms to better suit the needs of both parties. My aim is to resolve this issue swiftly and amicably while minimizing potential costs and disruptions.

Please feel free to contact me at your earliest convenience to discuss this proposal further. I look forward to your prompt response so we can begin negotiations in good faith.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]