

# Settlement Offer Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally propose a settlement offer concerning the ongoing dispute between our companies, which has arisen from [brief description of the dispute].

To amicably resolve this matter, we are willing to offer the following terms:

- Settlement Amount: \$[insert amount]
- Payment Terms: [insert payment terms]
- Timeline for Payment: [insert timeline]
- Release of Claims: [insert terms regarding release of claims]

We believe this offer is fair and reasonable, and we are hopeful that it will meet your approval. Please feel free to reach out if you would like to negotiate any aspect of this proposal or if you have further questions.

We appreciate your consideration of this offer and look forward to resolving this dispute amicably.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]