

Settlement Offer Letter

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a settlement regarding the ongoing contract dispute between [Your Company Name] and [Recipient's Company Name] concerning [Briefly describe the contract or issue].

To resolve this matter amicably and avoid further litigation, I am offering the following settlement terms:

- [Term 1: Describe the first term of the settlement]
- [Term 2: Describe the second term of the settlement]
- [Term 3: Describe the third term of the settlement]

I believe this proposal serves the best interest of both parties and will allow us to move forward without the need for legal proceedings. Please review this offer and feel free to contact me should you have any questions or wish to discuss this further.

I look forward to your prompt response.

Sincerely,

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