

Settlement Proposal

[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],

Subject: Settlement Proposal Regarding NDA Violation

I hope this letter finds you well. I am writing to formally address the recent violation of the Non-Disclosure Agreement (NDA) dated [Insert NDA Date] between [Your Company/Your Name] and [Recipient's Company/Recipient's Name].

As per our discussions and understanding, it is crucial to resolve this matter amicably to avoid further complications. To that end, I would like to propose a settlement that includes the following terms:

- **Compensation:** [Specify amount or nature of compensation]
- **Confidentiality Assurance:** [Outline measures for confidentiality going forward]
- **Non-Disparagement Clause:** [Detail any non-disparagement terms if applicable]
- **Timeline for Resolution:** [Propose a timeline for settlement execution]

I believe that this proposal serves to protect both parties' interests and assists in maintaining a professional relationship moving forward. I would appreciate your prompt attention to this matter and look forward to receiving your response by [Specify Response Date].

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]