

Settlement Offer Letter

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

[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally present a final settlement offer regarding the ongoing civil lawsuit, [Case Name/Number]. After careful consideration, I believe resolving this matter amicably is in both our interests.

In light of the circumstances and potential costs associated with continuing litigation, I am prepared to settle this case for the total amount of **[Settlement Amount]**. This offer is made in good faith and is intended to avoid further legal expenses and potential risks.

This offer will remain valid until **[Expiration Date]**. Should we be able to agree on this settlement, I would expect to receive written confirmation, after which we can proceed with the necessary documentation to finalize the settlement.

I appreciate your consideration of this offer and hope to resolve this matter promptly. Please do not hesitate to reach out if you have any questions or wish to discuss this further.

Sincerely,

[Your Name]