

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Re: Negotiation Offer - [Case Name or Number]**

Dear [Recipient's Name],

I am writing to formally present a negotiation offer regarding the ongoing civil lawsuit pertaining to [brief description of the case]. As we aim to reach an amicable resolution, I would like to propose the following terms:

- Settlement Amount: \$[amount]
- Payment Terms: [details]
- Release of Claims: [details]

We believe this offer serves the interests of both parties and can lead to a prompt resolution. Please review this proposal and respond by [response deadline].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]