

[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 discuss the possibility of reaching a settlement regarding the ongoing civil lawsuit filed on [Date of Lawsuit]. As you are aware, the case concerns [briefly state the issue at hand].

After careful consideration, I believe it would be in both of our interests to explore a settlement to resolve this matter amicably and efficiently. I propose that we schedule a meeting at your earliest convenience to discuss potential settlement terms and see if we can come to a mutually agreeable resolution.

Please let me know your availability for such a meeting. I am optimistic that we can find a solution that satisfies both parties and avoids the time and costs associated with continued litigation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]