

Settlement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient's Address]

[City, State, Zip Code]

Re: Settlement Proposal for Case No. [Insert Case Number]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a settlement regarding the ongoing litigation between us related to [brief description of the case]. After careful consideration, I believe a mutually agreeable resolution can be reached outside of court.

Proposed Terms of Settlement:

- Payment Amount: \$[Insert Amount]
- Payment Method: [Insert Method]
- Timeline for Payment: [Insert Timeline]
- Release of Claims: [Specify any claims to be released]

I believe that accepting this proposal will serve the best interests of both parties and save time and resources. Please review my proposal, and if you find it acceptable, I would appreciate a response by [insert response deadline].

Thank you for considering this proposal. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Title, if applicable]