

# Settlement Negotiation Terms Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Adjustment of Settlement Negotiation Terms

I hope this letter finds you well. I am writing to discuss the terms of our ongoing settlement negotiations regarding [briefly describe the matter].

After careful consideration, I propose the following adjustments to the terms previously discussed:

- Adjustment 1: [Detail of the adjustment]
- Adjustment 2: [Detail of the adjustment]
- Adjustment 3: [Detail of the adjustment]

I believe that these adjustments will lead to a more favorable outcome for both parties and facilitate a timely resolution. I am open to discussing these changes further and am available for a meeting at your earliest convenience.

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

Sincerely,

[Your Name]