

Payment Dispute Settlement Agreement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a settlement agreement regarding the payment dispute that has arisen between us concerning [brief description of the issue].

To resolve this matter amicably, I suggest the following terms:

- Amount in dispute: \$[amount]
- Proposed settlement amount: \$[settlement amount]
- Payment due date: [insert date]
- Payment method: [insert method]

I believe this proposal is fair and looks forward to your response. Please feel free to suggest any modifications or alternatives that you might consider appropriate.

Thank you for your attention to this matter. I hope we can reach a mutually beneficial agreement soon.

Sincerely,

[Your Name]

[Your Position, if applicable]