

Settlement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally present a settlement offer regarding [brief description of the dispute or claim].

After careful consideration of the circumstances, I propose the following terms for settlement:

- Amount: [Insert Amount]
- Payment Terms: [Insert Payment Terms]
- Deadline for Acceptance: [Insert Deadline]
- Other Conditions: [Insert any additional conditions]

I believe this offer serves the best interest of both parties and will allow us to resolve this matter amicably. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]