

Settlement Proposal

Date: [Insert Date]

To: [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 propose a settlement concerning [briefly explain the nature of the dispute or situation]. After careful consideration, I believe it is in our mutual interest to reach an amicable resolution.

In light of the circumstances, I propose the following settlement terms:

- [Detail Term 1]
- [Detail Term 2]
- [Detail Term 3]

I believe these terms are fair and reasonable, and I am hopeful that they will lead us to a prompt resolution without the need for further legal action.

Please consider this proposal and let me know your thoughts. I am open to discussing the terms further and am willing to negotiate to find a mutually agreeable solution.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]