

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your settlement offer dated [Date of Offer]. After careful consideration, I regret to inform you that I must decline your proposal.

While I appreciate your willingness to resolve the matter, I do not believe that the terms of the settlement adequately address my concerns or the damages incurred. Therefore, I am unable to accept the offer as it stands.

I would be open to discussing alternative options that might be more amenable, and I hope we can reach a mutually beneficial resolution in the future.

Thank you for your understanding.

Sincerely,

[Your Name]