

Penalty Enforcement Settlement Offer

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Settlement Offer for Penalty Enforcement

I am writing to propose a settlement regarding the penalty enforcement matter referenced in [case number or incident description]. After careful consideration of the circumstances surrounding this issue, I believe a resolution is in the best interest of all parties involved.

To settle this matter amicably, I am offering to pay a reduced penalty amount of **[proposed amount]** by [proposed payment deadline]. I believe this proposal takes into account my current circumstances and aims to avoid prolonged negotiations.

I appreciate your attention to this matter and am hopeful for a favorable response. Please feel free to contact me at [phone number] or [email address] to discuss this offer further.

Thank you for your consideration.

Kind regards,

[Your Name]

[Your Title/Position, if applicable]