

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a settlement regarding the legal complaint filed on [date of filing]. This proposal aims to resolve our current dispute amicably and avoid further legal proceedings.

Details of the Settlement Proposal:

1. [Detail 1 of the settlement, e.g., monetary compensation]
2. [Detail 2 of the settlement, e.g., services to be provided]
3. [Detail 3 of the settlement, if applicable]

I believe that this proposal serves the best interests of both parties and helps us avoid the time and expenses associated with continued litigation. I am open to discussing this proposal in further detail and hope to reach an agreement that satisfies both sides.

Please feel free to contact me at your earliest convenience. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title, if applicable]