

Letter of Approach for Direct Settlement Talks

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose initiating direct settlement talks regarding [briefly describe the issue or dispute]. Given the context of our previous discussions and the importance of reaching an amicable resolution, I believe that engaging in these discussions directly could be beneficial for both parties.

We are eager to explore all possibilities to reach a mutually acceptable solution and would appreciate the opportunity to meet at your earliest convenience. Please let me know your availability in the coming weeks to discuss this matter further.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]