

Request for Informal Settlement Discussion

[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],

I hope this message finds you well. I am writing to formally request a discussion regarding an informal settlement for [briefly state the issue, e.g., "the recent dispute involving..."]. I believe that an open dialogue may lead to a mutually beneficial resolution.

Please let me know your available times for such a meeting. I am hopeful we can address this matter amicably and in a timely fashion.

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

Sincerely,
[Your Name]