

Settlement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a settlement offer regarding [briefly describe the matter, e.g., "the dispute related to..."]. In the spirit of resolving this matter amicably and without the need for litigation, I would like to present the following offer:

Settlement Offer:

- [Detail 1: e.g., "Monetary compensation of \$X"]
- [Detail 2: e.g., "Payment terms and timeline"]
- [Detail 3: e.g., "Mutual release of claims"]

I believe this offer is fair and represents a practical solution for both parties. I kindly ask you to consider this proposal and respond by [insert date for response]. Should you have any questions or wish to discuss this further, feel free to contact me at [your phone number] or [your email].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]