

Negotiation Intentions for Settlement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my intentions regarding the ongoing negotiations related to [briefly describe the subject of negotiation].

In light of our previous discussions and the need for a resolution, I am keen to explore options for a settlement that would be satisfactory for both parties. I believe that reaching an agreement will be beneficial for us in moving forward.

To facilitate this process, I propose that we schedule a meeting to discuss potential terms and any concerns either party may have. I am confident that through open communication, we can find common ground.

Please let me know your available dates and times for this meeting, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]