

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the terms of our ongoing negotiations regarding [briefly state the subject, e.g., the settlement of account, agreement, etc.].

After careful consideration, I would like to propose the following terms for settlement:

- [Term 1: Description]
- [Term 2: Description]
- [Term 3: Description]

I believe these terms are fair and reasonable, and I hope they align with your interests as well. I am open to discussing any adjustments you may deem necessary.

Please let me know a convenient time for us to meet or speak to further explore these terms. I am looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]