

Settlement Offer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

Re: Offer for Settlement Negotiation

I am writing to formally propose a settlement negotiation regarding [briefly state the subject or issue, e.g., the dispute over contract terms]. After careful consideration of the circumstances, I believe there is an opportunity for both parties to reach a mutually agreeable resolution.

To facilitate this process, I propose the following terms:

- [Term 1]
- [Term 2]
- [Term 3]

I believe that these terms are fair and reasonable, and I am open to discussing alternatives that may better suit both parties. I am committed to finding a solution that works for everyone involved.

Please let me know your availability for a discussion at your earliest convenience. I look forward to your response and hope we can work towards a settlement that is satisfactory for both parties.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title, if applicable]