

[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 letter finds you well. I am writing to propose preliminary settlement talks regarding [brief description of the issue, e.g., "the recent dispute concerning..."].

As you are aware, the circumstances surrounding this matter have been quite complex. However, I believe that an open dialogue could lead us toward a mutual agreement that benefits both parties. I am confident that we can find a resolution that is amicable without resorting to further legal measures.

I suggest that we schedule a meeting at your earliest convenience to discuss this matter in detail. Please let me know your availability for the coming weeks so we can arrange a suitable time.

Thank you for considering this opportunity for discussion. I look forward to your prompt response.

Sincerely,

[Your Name]