

Proposed Settlement Discussion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a discussion regarding the potential settlement of [briefly describe the issue or case]. I believe that an open dialogue could lead us to a mutually beneficial resolution.

My proposed terms for settlement include:

1. [Term 1]
2. [Term 2]
3. [Term 3]

I would appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to meet or have a call.

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

Sincerely,

[Your Name]

[Your Title, if applicable]