

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Settlement Proposal During Arbitration

Dear [Recipient's Name],

We are writing to you regarding the ongoing arbitration process related to the [Project Name] project, under case number [Case Number]. In light of our discussions and the desire to reach an amicable resolution, we would like to propose a settlement aimed at resolving the outstanding issues.

Our proposed settlement includes:

1. [Detail of the first proposal]
2. [Detail of the second proposal]
3. [Detail of the third proposal]

We believe this proposal not only addresses the current disputes but also allows both parties to move forward constructively. We are open to discussions and potential adjustments to better meet your needs while still achieving a fair resolution.

Please let us know a convenient time for you to discuss this proposal in detail. We are hopeful to find common ground and bring this matter to a close.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]