

Settlement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 a matter that has arisen regarding [briefly describe the issue]. In an effort to resolve this situation amicably and avoid potential legal action, I would like to propose a settlement offer.

After careful consideration, I believe that a fair resolution would be [insert proposed terms of settlement]. I am confident that this proposal would benefit both parties and allow us to move forward without the need for litigation.

Please let me know if you are open to discussing this proposal further. I am willing to negotiate terms that may better suit your interests while ensuring a mutually agreeable outcome.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]