

Pre-Litigation 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],

Re: Pre-Litigation Settlement Offer - [Case/Incident Reference]

I am writing to propose a settlement regarding the matter of [brief description of the issue]. After careful consideration of the facts surrounding this case, I believe it is in the best interest of both parties to resolve this matter amicably and efficiently, without the need for litigation.

To that end, I am prepared to offer a settlement amount of [Proposed Amount] in exchange for [terms of the settlement, e.g., a release of claims, confidentiality, etc.]. I believe that this offer is both fair and reasonable, considering the circumstances.

Please review this offer at your earliest convenience. I am hopeful that we can reach an agreement without further dispute. If you agree to this proposal, please sign and return a copy of this letter by [Response Deadline Date].

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]

Enclosure: [Any attached documents]