

Initial Settlement Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]
[Insert City, State, Zip]

Dear [Recipient's Name],

We are writing to you regarding the matter of [insert brief description of the issue]. In an effort to resolve this dispute amicably and without the need for litigation, we would like to present an initial settlement proposal for your consideration.

Proposed Settlement Terms

- Settlement Amount: [Insert Amount]
- Payment Plan: [Insert Proposed Payment Structure]
- Timeline for Resolution: [Insert Timeline]
- Confidentiality Agreement: [Yes/No]

We believe that this proposal represents a fair resolution to the matter at hand and can provide both parties with a sense of closure. We are open to discussing any changes or suggestions you may have.

Please respond by [insert deadline for response] so we can expedite the resolution process. We look forward to your reply.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]