

Pre-Litigation Agreement Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to propose a pre-litigation agreement regarding [briefly describe the matter, e.g., "the ongoing dispute related to..."]. In the interest of resolving this matter amicably and efficiently, we believe it would be beneficial to outline a framework for discussion.

Proposal Overview

We propose the following terms:

- **Issue:** [Brief description of the issue]
- **Proposed Resolution:** [Details of the proposed resolution]
- **Timeline:** [Suggested timeline for discussions]
- **Confidentiality:** [Terms regarding confidentiality of discussions]

We believe that engaging in this dialogue can foster a constructive resolution and benefit both parties involved. Please review our proposal and let us know your thoughts by [insert reply deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]