

Pre-Litigation Compromise Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a pre-litigation compromise regarding [briefly describe the issue or dispute]. It has come to my attention that [provide a brief explanation of the circumstances that led to the dispute].

Before pursuing further legal action, I believe it is in our mutual interest to discuss a possible settlement to avoid lengthy litigation. I propose [outline your proposed resolution or compromise]. This solution seems fair considering [provide rationale for your proposal].

Please let me know a convenient time for you to discuss this matter further. I believe that a resolution can be reached amicably without the need for court intervention.

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

Sincerely,

[Your Name]