

Pre-Litigation Settlement Terms Outline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Pre-Litigation Settlement Proposal

Introduction

This letter serves as a proposal for the settlement of the dispute arising from [brief description of the dispute].

Settlement Terms

1. **Payment:** [Specify amount and payment terms]
2. **Release of Claims:** [Details of the release of claims]
3. **Confidentiality:** [Confidentiality terms]
4. **No Admission of Liability:** [Statement on admission of liability]
5. **Timeline:** [Expected timeline for settlement completion]

Conclusion

We believe this proposal offers a fair resolution and avoids the need for litigation. We encourage you to review these terms and provide your feedback by [insert response deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]