

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Invitation to Settlement Negotiation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the ongoing matter regarding [brief description of the issue]. In the interest of resolving this issue amicably and without further legal action, I would like to propose a settlement negotiation.

To that end, I suggest we meet to discuss potential settlement options. I believe that a collaborative discussion may lead us to a mutually agreeable resolution. Please let me know your availability for a meeting, and I will do my best to accommodate.

I look forward to your prompt response and hope we can reach a satisfactory agreement without the need for litigation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]