

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a negotiation concerning the settlement of [briefly describe the issue or case]. Given the circumstances, I believe that a mutual agreement can be beneficial for both parties involved.

I propose we schedule a meeting to discuss our positions and explore potential solutions that can lead to a fair settlement. I am available on [insert dates and times], but I am open to other suggestions if these do not work for you.

I look forward to your prompt response so we can move forward in this matter amicably.

Thank you for your attention.

Sincerely,  
[Your Name]