

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to initiate a discussion regarding the settlement of [briefly describe the dispute or issue]. As we both seek to resolve this matter amicably, I would like to propose an initial offer for consideration.

Based on my understanding of the situation and the relevant circumstances, I propose the following terms:

- [Term 1: Description]
- [Term 2: Description]
- [Term 3: Description]

I believe that these terms would not only benefit both parties but also pave the way for a swift resolution. I am open to discussing these terms further and welcome any counteroffers or suggestions you may have.

Please feel free to contact me at your earliest convenience to discuss this matter further. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]