

[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],

Thank you for your recent proposal regarding the settlement negotiations pertaining to [brief description of the dispute or case]. After careful consideration, I must, unfortunately, decline the settlement offer presented on [date of the offer].

The terms outlined do not satisfactorily address [specific reasons for rejection, e.g., compensation, obligations, etc.]. While I appreciate the effort made to reach an agreement, I believe that a more equitable resolution can be achieved through further discussions.

I remain open to continuing our negotiations and hope we can work towards a mutually agreeable outcome. Please feel free to reach out to me at your convenience to discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title, if applicable]