

Settlement Negotiation Demand Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding our ongoing settlement negotiation concerning [briefly describe the matter, e.g., "the contract dispute dated [insert date]"].

Specifically, I would like to clarify the following points:

- [Point 1: e.g., "The total amount being proposed as settlement"]
- [Point 2: e.g., "The timeline for the payment schedule"]
- [Point 3: e.g., "Any additional terms or conditions that may apply"]

Understanding these aspects will greatly assist in moving our negotiations forward amicably. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]