

Settlement Negotiation Follow-Up Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent settlement negotiations regarding [briefly describe the subject, e.g., "our ongoing dispute over contract terms"].

During our last meeting on [insert date of last meeting], we discussed several important points, including [list key discussion points]. I believe we made significant progress towards finding a mutually agreeable solution.

I would appreciate any updates you may have regarding your position on the proposals we discussed. Please let me know if there is a convenient time for us to connect again to continue our discussions.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]