

Amicable Settlement Agreement

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to address the recent breach of contract regarding [Brief Description of Contract] dated [Contract Date]. We value our business relationship and wish to resolve this matter amicably.

We propose the following terms for settlement:

- Specific actions to be taken to remedy the breach: [Details]
- Timeline for compliance: [Details]
- Any compensation or adjustments: [Details]

We believe that these terms will allow us to move forward positively and maintain our partnership. Please respond to this letter by [Response Deadline] to confirm your acceptance of these terms or to suggest alternative solutions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]