

Pre-Litigation Settlement Proposal

[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],

I hope this message finds you well. I am writing to formally propose a settlement regarding [brief description of the issue]. It is in our mutual interest to resolve this matter amicably and without the need for litigation.

As you are aware, [briefly outline the facts of the situation and any relevant details]. In light of these circumstances, I propose the following terms for settlement:

- [Term 1]
- [Term 2]
- [Term 3]

I believe this proposal is fair and reasonable given the circumstances. I am open to discussing these terms further to find a resolution that works for both parties.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]