

Amicable Settlement Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the ongoing matter between us regarding [brief description of the issue]. I believe that it is in both our interests to reach an amicable resolution.

To that end, I would like to propose the following settlement terms:

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

I believe that this solution is fair and reasonable, taking into account the circumstances we both face. I am open to discussing this further and am hopeful that we can reach a mutual agreement.

Please feel free to contact me at your earliest convenience so we can discuss this matter further. I appreciate your consideration and look forward to your response.

Thank you.

Sincerely,

[Your Name]