

Full and Final Settlement Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Full and Final Settlement Proposal

I hope this letter finds you well. I am writing to propose a full and final settlement for the outstanding matters between us related to [briefly describe the context, e.g., employment, loan, services, etc.].

After careful consideration of all factors involved, I propose a settlement amount of [insert amount]. This offer is made with the intent to resolve the matter amicably and avoid further disputes or litigation.

Upon acceptance of this proposal, I believe that we can conclude all outstanding obligations and claims. I request that you review this proposal and get back to me by [insert deadline].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]