

Proposed Settlement Terms

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to propose a settlement regarding [brief description of the dispute or matter] between [Your Name/Company] and [Recipient's Name/Company]. Below are the terms we propose:

1. **Payment Amount:** [Specify the payment amount]
2. **Payment Schedule:** [Outline the payment terms and dates]
3. **Confidentiality Clause:** [Specify any confidentiality requirements]
4. **Release of Claims:** Both parties agree to release any claims related to this matter upon completion of the terms.
5. **Governing Law:** This agreement shall be governed by the laws of [Specify jurisdiction].

We believe that these terms are fair and provide a resolution that is in the best interest of both parties. Please review the proposed terms and respond by [insert response date]. We hope to reach an agreement promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]