

Settlement Agreement Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a settlement agreement in relation to [briefly describe the matter at hand]. Given the circumstances, I believe it is in both parties' best interests to reach a resolution without further escalation.

Our proposal includes the following terms:

- Term 1: [Details]
- Term 2: [Details]
- Term 3: [Details]

We believe that this proposal is fair and would provide a mutually beneficial resolution. Please review the proposed terms at your earliest convenience. I am open to discussing this matter further and am willing to negotiate any aspects of the proposal.

Thank you for considering this proposal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]