

Settlement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Settlement Offer for [Brief Description of Dispute]

I hope this letter finds you well. I am writing to propose a settlement regarding the ongoing dispute related to [specific issue], which has arisen between us.

After careful consideration, I believe it is in both our interests to reach a resolution outside of a formal dispute resolution process. Therefore, I would like to offer the following terms for settlement:

- [Detail 1 of the Settlement Offer]
- [Detail 2 of the Settlement Offer]
- [Detail 3 of the Settlement Offer]

These terms aim to resolve the matter amicably and efficiently. I am confident that we can reach an agreement that is beneficial for both parties.

Please review this offer and let me know your thoughts by [Insert Response Date]. I look forward to your reply.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]