

# Settlement Agreement Offer

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Settlement Agreement Offer

We are writing to you regarding the ongoing dispute between [Your Name/Your Company Name] and [Recipient Name/Recipient Company Name] concerning [briefly state the nature of the dispute]. In an effort to resolve this matter amicably and expeditiously, we would like to propose a settlement agreement.

The terms of our settlement offer are as follows:

- Term 1: [Describe the first term of the settlement]
- Term 2: [Describe the second term of the settlement]
- Term 3: [Describe any additional terms as necessary]

We believe that this proposal offers a fair resolution and will benefit both parties. We are open to discussing these terms further and addressing any concerns you may have.

Please signify your acceptance of this offer by signing below and returning a copy to us by [insert deadline date]. Should you have any questions or wish to discuss this offer, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_