

Settlement Agreement Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a settlement agreement regarding [briefly describe the issue or dispute]. After careful consideration, I believe that reaching a settlement is in the best interest of both parties involved.

Proposed Terms:

- Payment of [insert amount] to be made by [insert date].
- Release of all claims related to [describe claims].
- [Any other terms or conditions].

I believe this proposal offers a fair resolution to the matter at hand. I am hopeful that we can come to an agreement and avoid further disputes.

Please review this proposal and let me know your thoughts. I am open to discussing any modifications you may have in mind.

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

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]