

Settlement Offer Regarding Breach of Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address the concerns related to the breach of contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name]. As per our agreement, the obligations outlined therein have not been met, specifically [briefly describe the breach].

To amicably resolve this matter and avoid further legal action, I am proposing the following settlement offer:

- Details of the Settlement Offer (e.g., payment amount, timeline, conditions)
- Additional terms (if any)

This offer is made in good faith and is valid until [expiration date of offer]. I believe this proposal will benefit both parties and facilitate a timely resolution.

Please let me know your thoughts on this settlement offer. You can reach me at [Your Phone Number] or [Your Email Address]. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]