

Settlement Offer Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Re: Settlement Offer Regarding [Brief Description of the Dispute]

I hope this letter finds you well. I am writing to formally propose a settlement regarding the ongoing legal dispute between [Your Name/Company] and [Recipient's Name/Company] concerning [Briefly describe the nature of the dispute].

In an effort to resolve this matter amicably and to avoid further legal proceedings, I propose the following terms:

1. Payment of [specify amount] to be made by [date].
2. Mutual release of all claims between [Your Name] and [Recipient's Name] related to this dispute.
3. Confidentiality regarding the terms and conditions of this settlement.
4. [Any other terms you wish to include].

Please consider this offer and let me know your thoughts by [specify date]. I believe that reaching a settlement would be in the best interest of both parties and would allow us to focus on our respective priorities moving forward.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]