

Settlement Offer Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Settlement Offer Proposal for Contract Breaches

I am writing to formally present a settlement offer regarding the breaches of contract identified in our agreement dated [insert date of contract]. After careful consideration of the situation, I believe that a resolution can be achieved that is mutually beneficial.

Overview of Breaches:

- [Briefly describe breach #1]
- [Briefly describe breach #2]
- [Briefly describe breach #3]

Proposed Settlement Terms:

1. [Detail settlement term #1]
2. [Detail settlement term #2]
3. [Detail settlement term #3]

I believe that this proposal addresses the issues at hand and allows us to proceed without further conflict. I am open to discussing these terms and am hopeful we can reach a resolution soon.

Please feel free to contact me at your earliest convenience to discuss this matter further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]