

Letter of Demand for Settlement Deliberations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a settlement deliberation regarding [briefly describe the subject of the demand, e.g., "the recent dispute concerning Invoice #12345"], which has remained unresolved since [insert date].

Despite previous communications, we have been unable to reach an agreement. It is in our mutual interest to find a resolution that works for both parties. I propose that we schedule a meeting to discuss this matter further and explore possible solutions.

Please respond by [insert response deadline] so that we can arrange a convenient time for this discussion. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]