

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 hope this letter finds you in good health and high spirits. I am writing to formally request a discussion regarding the settlement terms related to [briefly describe the context]. As we have been navigating this matter, I believe it is in both our interests to reach an amicable resolution.

I propose that we schedule a meeting at your earliest convenience to discuss the possibilities. My goal is to find a mutually agreeable solution that addresses our concerns effectively.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title, if applicable]