

Proposal for Settlement Talks

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a discussion for settlement talks regarding [briefly state the issue or dispute]. We believe that engaging in dialogue could be beneficial for both parties and help facilitate a resolution.

We are open to discussing potential terms that could be favorable for both sides. Our goal is to resolve this matter amicably and efficiently, avoiding further complications.

Could we schedule a meeting at your earliest convenience? Please let me know your availability for the upcoming weeks.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]