

[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]

Subject: Request for Settlement Negotiations

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request settlement negotiations concerning [brief description of the issue or dispute]. As you know, [brief explanation of the situation].

In an effort to find a mutually agreeable resolution, I believe that engaging in negotiation could be beneficial for both parties involved. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for considering this request. I look forward to your prompt response and hope we can work towards a satisfactory resolution.

Sincerely,

[Your Name]