

Letter of Solicitation for Settlement Arrangement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the ongoing matter regarding [briefly describe the issue or dispute, e.g., "the outstanding invoice dated [date]"]. It has come to my attention that we have not yet reached a resolution, and I wish to explore the possibility of settling this matter amicably.

In the spirit of cooperation, I propose that we consider a settlement arrangement that would be mutually agreeable. I believe that by doing so, we can avoid further escalations and reach a solution that works for both parties.

I am open to discussing various options for settlement and would appreciate the opportunity to hear your thoughts on how we might resolve this matter effectively. Please feel free to contact me at your earliest convenience to discuss this further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]