

Letter of Suggestion for Settlement Conversation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to suggest a conversation regarding a possible settlement of [briefly describe the issue or dispute]. I believe that open and constructive dialogue could lead us to a resolution beneficial for both parties.

It would be advantageous for us to discuss the matters at hand in a collaborative environment. I am available on [insert dates and times], but I am more than willing to accommodate your schedule as well.

Please let me know if you are open to this suggestion. I look forward to your response.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]