

# Letter Template for Settlement Terms Amendment

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

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

## Subject: Amendment to Settlement Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an amendment to the settlement terms we previously agreed upon on [Insert Original Agreement Date].

As per our discussions, we would like to amend the following terms:

- **Original Term 1:** [Description]
- **Proposed Amendment 1:** [Description]
- **Original Term 2:** [Description]
- **Proposed Amendment 2:** [Description]

Please review these proposed changes. We believe they will be mutually beneficial and facilitate a more satisfactory resolution to our matter.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

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