

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Thank you for your recent proposal regarding the settlement terms for [brief description of the dispute]. After careful consideration, I would like to present a counteroffer for your review.

1. Total Settlement Amount: [Insert amount]
2. Payment Schedule: [Insert proposed payment schedule]
3. Release of Claims: [Outline any conditions related to the release of claims]
4. Confidentiality Agreement: [Specify if any confidentiality clause is required]
5. [Any other relevant terms]

I believe this counteroffer provides a fair resolution for both parties involved. I look forward to your response and hope we can reach an agreement soon.

Thank you for your consideration.

Sincerely,

[Your Name]