

Settlement Terms Discussion

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the settlement terms regarding [briefly specify the subject of the settlement].

As we have previously communicated, we believe it is in both parties' best interests to come to an amicable resolution. The terms we propose for consideration are as follows:

1. [Term 1]
2. [Term 2]
3. [Term 3]

We are open to discussing these terms further and modifying them as necessary to reach a satisfactory agreement. Please let me know your available times for a meeting or call to discuss this matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]