

# Settlement Terms Proposal

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Proposal for Settlement Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the following terms for the settlement of [briefly describe the issue or dispute]:

## Proposed Terms:

- Amount to be paid: [Insert Amount]
- Payment schedule: [Insert Detailed Schedule]
- Conditions of settlement: [Insert Any Conditions]
- Timeline for completion: [Insert Timeline]

I believe that these terms are mutually beneficial and will allow us to move forward amicably. Please review the proposal at your earliest convenience, and I would appreciate your feedback or any amendments you wish to discuss.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]