

Settlement Terms Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the settlement terms regarding [briefly describe the matter or issue].

As we have previously discussed, I am eager to resolve this matter amicably and move forward. I would appreciate it if you could provide the detailed settlement terms at your earliest convenience.

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

Sincerely,

[Your Name]