

[Your Name]

[Your Address] [City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title] [Company/Organization Name]

[Company Address] [City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent settlement offer dated [date of the settlement offer]. I appreciate the effort taken to reach a resolution in this matter. However, after careful consideration, I must respectfully decline the offer.

Unfortunately, due to [briefly explain personal circumstances, e.g., financial difficulties, health issues], I am unable to accept the terms proposed. My current situation has made it challenging for me to proceed with this matter under the suggested terms.

I hope we can explore alternative solutions that would be more amenable to my circumstances. I am open to discussing this further and finding a more suitable arrangement.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]