

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Thank you for your recent settlement offer dated [Date of Offer]. I appreciate the time and effort you have invested in this matter.

After careful consideration, I must respectfully decline the offer as it does not align with my expectations and the circumstances surrounding this issue. I believe that a fairer resolution can be reached that adequately reflects the complexities involved.

I remain open to further discussions and exploring alternative resolutions. Please feel free to propose another settlement offer that addresses our concerns more comprehensively.

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

Sincerely,

[Your Name]