

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Plaintiff's Name]
[Plaintiff's Address]
[City, State, Zip Code]

Dear [Plaintiff's Name],

RE: Response to Defamation Lawsuit and Settlement Proposal

I am writing in response to your recent defamation lawsuit filed on [date of lawsuit]. I would like to express my willingness to resolve this matter amicably.

After reviewing the claims made against me, I believe there are grounds for a constructive dialogue regarding a possible settlement. In the interest of saving both parties time and resources, I would like to propose the following settlement terms:

- Payment of [amount] in damages
- A retraction of the statements deemed defamatory
- Confidentiality regarding the terms of this agreement

I understand the seriousness of your claims and assure you that it is my intention to resolve this matter swiftly and fairly. If you are open to discussion, please feel free to contact me at your earliest convenience.

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

Sincerely,
[Your Name]