

# Settlement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a settlement regarding [briefly describe the nature of the dispute]. After careful consideration, I believe that the following terms could be mutually beneficial:

1. [Settlement Term 1]
2. [Settlement Term 2]
3. [Settlement Term 3]

I believe that this proposal represents a fair resolution to our dispute and will save both parties the time and expense of further legal action. Please review the terms and let me know your thoughts at your earliest convenience.

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

Sincerely,

[Your Name]