

Settlement Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Settlement Proposal for Contract Disagreement

I hope this letter finds you well. I am writing to discuss the ongoing disagreement regarding [briefly describe the contract issue]. Despite our best efforts to resolve this matter informally, we have been unable to reach a mutually agreeable resolution.

As you are aware, the contract dated [insert contract date] outlines our respective obligations, and it is clear that [describe the specific disagreement]. In the interest of preserving our professional relationship and avoiding further disputes, I would like to propose the following settlement terms:

- [Proposed Term 1]
- [Proposed Term 2]
- [Proposed Term 3]

I believe that these terms address the concerns we both have and provide a fair solution to our disagreement. I am open to further discussion and would appreciate your feedback on this proposal at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]