

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

[Recipient's Name] [Recipient's Address] [City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Proposal for Settlement Resolution

I hope this letter finds you well. I am writing to propose a settlement regarding the ongoing legal matter, case number [Case Number], involving [Brief Description of the Dispute].

In the interest of resolving this issue amicably and avoiding further legal expenses, I would like to propose the following terms for settlement:

- Term 1: [Description]
- Term 2: [Description]
- Term 3: [Description]

I believe that this proposal serves the interests of both parties and provides a fair resolution to the matter at hand. I would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for considering this proposal. I look forward to your prompt response.

Sincerely,

[Your Name]