

Settlement Proposal Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to propose a settlement regarding [brief description of the issue or dispute]. We believe that reaching a mutually beneficial agreement is in the best interest of both parties.

Our proposal is as follows:

- **Term 1:** [Detail of the first term]
- **Term 2:** [Detail of the second term]
- **Term 3:** [Detail of the third term]

We believe this proposal addresses the concerns of both parties and provides a fair resolution. We are open to negotiation and would appreciate your thoughts on this matter.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] to discuss this proposal further. We look forward to your response and hope to reach an amicable settlement soon.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]