

Negotiated Settlement Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Negotiated Settlement for Breach of Contract

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the recent concerns regarding our contract dated [Insert Contract Date] for [Description of Contract]. It has come to my attention that there has been a breach of contract, specifically [Briefly Describe Nature of Breach].

In an effort to resolve this matter amicably, I propose the following terms for a negotiated settlement:

- [Term 1: Describe the proposed resolution, e.g., monetary compensation, service completion, etc.]
- [Term 2: Timeframe for implementation or completion of the proposed resolution.]
- [Term 3: Any other relevant conditions or agreements.]

I believe that this proposed settlement is in the best interest of both parties and will prevent further legal actions that may arise from this dispute. I kindly ask you to review this proposal and respond by [Insert Response Deadline].

Thank you for your consideration. I look forward to your prompt response so that we may put this matter behind us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]