

# Defamation Settlement Negotiation Guidelines

[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],

This letter is intended to provide guidelines for negotiating a settlement regarding the defamation claim that has arisen from [briefly describe the incident]. We aim to resolve this matter amicably and efficiently.

## Negotiation Guidelines

1. **Confidentiality:** All discussions and documents exchanged during these negotiations will remain confidential.
2. **Good Faith Negotiation:** Both parties agree to negotiate in good faith and to consider each other's points of view.
3. **Timeline:** We propose to discuss this matter within the next [insert timeframe].
4. **Potential Terms:** We are open to discussing the following terms: [list any potential settlement terms].
5. **Legal Representation:** Both parties may involve legal representation for clarity and support throughout the negotiation process.

We believe that a resolution can be reached that satisfies both parties without further escalation. Please confirm your willingness to engage in these negotiations by [insert date].

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]