

Settlement Proposal for Construction Project

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

We are writing to propose a settlement regarding the construction project titled "[Project Name]" located at [Project Address]. As you are aware, due to certain unforeseen circumstances, we have encountered challenges that have impacted the project's timeline and budget.

We would like to outline our proposal for settlement as follows:

- **Project Overview:** [Brief description of the project]
- **Issues Faced:** [List specific challenges encountered]
- **Proposed Settlement Amount:** \$[Amount]
- **Justification:** [Provide rationale for the proposed amount]
- **Payment Terms:** [Describe payment schedule]

We believe this proposal offers a fair resolution for both parties and allows us to move forward amicably. We are open to discussing any adjustments or additional terms you may suggest.

Thank you for your attention to this matter. We look forward to your prompt response so we can bring closure to this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip]