

Settlement Agreement

Date: [Insert Date]

From: [Your Name]

[Your Title]

[Your Company]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally address the disagreement that has arisen between our companies concerning [briefly describe the issue]. After careful consideration, we believe it is in our mutual interest to resolve this matter amicably.

We propose the following terms to settle the disagreement:

- [Proposed Term 1]
- [Proposed Term 2]
- [Proposed Term 3]

We believe that accepting these terms will lead to a satisfactory resolution for both parties and help maintain our business relationship. We would appreciate your feedback on this proposal by [insert response date].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]