

Letter Template for Contract Settlement Discussion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to initiate a discussion regarding the settlement of our current contract, [Contract Name/Number], dated [Contract Date]. As we have experienced some challenges in fulfilling the agreement, I believe it is prudent for us to revisit the terms and explore potential resolutions that are beneficial for both parties.

To facilitate this discussion, I propose scheduling a meeting at your earliest convenience. During this meeting, we can address the specific issues we've encountered and work towards an amicable settlement.

Thank you for your attention to this matter. I look forward to your prompt response so we can coordinate a suitable time for our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]