

# Letter of Intent to Negotiate Settlement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Re: Intent to Negotiate Settlement - [Case Name/Number]

I hope this letter finds you well. I am writing to formally express my intent to negotiate a settlement regarding the ongoing legal case [insert case number or name] that involves [briefly describe the nature of the dispute].

As you are aware, both parties have vested interests in reaching an amicable resolution. I believe that a negotiated settlement could be beneficial for all parties involved, allowing us to avoid the time and expenses associated with prolonged litigation.

In the spirit of cooperation, I propose that we meet to discuss potential terms for settlement at your earliest convenience. Please let me know your availability for a meeting, either in person or virtually, so that we can work towards finding a mutually agreeable solution.

I look forward to your prompt response and hope to engage in constructive discussions soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]