

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Subject: Settlement Proposal Regarding [Case Name/Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a settlement in the above-referenced case.

As you know, the ongoing litigation has been both time-consuming and costly for both parties. In the interest of resolving this matter amicably, I would like to propose the following settlement terms:

- Settlement Amount: \$[amount]
- Payment Schedule: [Detail payment terms]
- Release of Claims: [Detail any releases or waivers]

We believe this proposal is fair and in the best interests of both parties. I am hopeful that we can come to a mutual agreement and avoid further legal proceedings.

Please review this proposal and let me know your thoughts. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]