

# Letter of Response to Settlement Offer

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Law Firm/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally respond to your settlement offer dated [insert date of the settlement offer]. After careful consideration, I would like to address the terms presented and propose adjustments that I believe are necessary for a fair resolution.

While I appreciate your willingness to settle this matter, I feel that the current offer of [insert initial offer amount] does not adequately reflect the damages incurred, which include [briefly outline damages]. To reach an amicable agreement, I propose a revised settlement amount of [insert your proposed amount].

I believe this adjustment better reflects the circumstances and would allow both parties to resolve this matter expeditiously without further litigation.

I am hopeful that we can come to a mutually beneficial agreement. Please feel free to contact me directly at [your phone number] or [your email address] to discuss this further.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]