

Amicable Settlement Outreach

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proposal for Amicable Settlement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address [briefly describe the issue or dispute] and to propose an amicable settlement that I believe will be mutually beneficial.

In the spirit of cooperation and to maintain a positive relationship, I suggest the following terms for settlement:

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

I believe this arrangement can help us resolve our differences swiftly and effectively. I am open to discussing these terms further and welcome any suggestions you may have.

Please feel free to contact me at your earliest convenience. I look forward to your response.

Thank you for considering this proposal.

Sincerely,

[Your Name]