

# Informal Settlement Negotiation Letter

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the ongoing situation regarding [briefly describe the issue or dispute]. I believe it is in our mutual interest to reach an amicable agreement that addresses our concerns.

To that end, I propose that we meet to discuss potential solutions. I am available [suggest a few dates and times], but I am willing to accommodate whatever works best for your schedule.

I appreciate your willingness to engage in this dialogue and hope we can come to a resolution that satisfies both parties.

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

Warm regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]