

# Settlement Negotiation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a negotiation for a settlement regarding [brief description of the dispute]. Given the ongoing circumstances, I believe that a mutual agreement would be beneficial for both parties.

I suggest we schedule a meeting at your earliest convenience to discuss the potential for a settlement. I am confident that we can reach an amicable resolution that respects the interests of both sides.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]