

Settlement Terms Suggestion

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. In light of our recent discussions regarding the ongoing matter, I would like to propose the following settlement terms for your consideration:

Proposed Settlement Terms

- **Payment Amount:** \$[insert amount]
- **Payment Schedule:** [insert details, e.g., lump sum or installments]
- **Confidentiality:** Both parties agree to keep the terms confidential.
- **Release of Claims:** All claims related to this matter will be released upon settlement.

Please review the proposed terms at your earliest convenience. I am hopeful that we can reach a mutually beneficial agreement and resolve this matter amicably.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]