

# Settlement Offer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Settlement Offer Regarding Contract Dispute

I am writing to formally present a settlement offer regarding the ongoing dispute between [Your Company Name] and [Recipient's Company Name] regarding the contract dated [Contract Date].

As you are aware, the disagreement revolves around [brief description of the dispute]. After careful consideration and in the spirit of resolving this matter amicably, I would like to propose the following settlement terms:

- Settlement Amount: [Proposed Amount]
- Payment Terms: [Details about payment method and timeline]
- Confidentiality Clause: [Any confidentiality agreements]
- Release of Claims: [Details about mutual release of claims]

I believe this proposal serves the best interests of both parties and avoids further litigation costs and disruptions. I am open to discussing this offer further and am willing to negotiate the terms if necessary.

Please let me know your response by [Response Deadline], so we can work towards a resolution swiftly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]