

Letter of Proposed Settlement Terms

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[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],

We are writing to propose settlement terms regarding the ongoing disagreement between our companies pertaining to [brief description of the dispute]. After careful consideration, we believe that the following terms may provide a satisfactory resolution for both parties:

1. **Payment Terms:** [Detail any payment terms, including amounts, due dates, etc.]
2. **Services/Product Provision:** [Outline any services/products to be provided as part of the settlement.]
3. **Confidentiality Clause:** [Include any confidentiality terms relating to the settlement.]
4. **Release of Claims:** [Detail any claims that will be released as part of the agreement.]
5. **Dispute Resolution:** [Outline any preferred methods for resolving future disputes.]

We believe these terms are fair and equitable, and we hope to reach an agreement that will benefit both parties involved. Please review these terms and feel free to reach out should you wish to discuss any adjustments or additions.

We look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]