

Settlement Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company Name]

Address: [Recipient's Company Address]

Dear [Recipient's Name],

We are writing to propose a settlement regarding the ongoing commercial dispute between our companies concerning [briefly describe the nature of the dispute]. We believe that reaching an amicable resolution would benefit both parties and help preserve our professional relationship.

After careful consideration, we propose the following terms for settlement:

- Settlement Amount: [Proposed Amount]
- Payment Schedule: [Details about payment terms]
- Confidentiality Agreement: [Specify details, if applicable]
- Release of Claims: [Outline any claim releases]

We are open to discussing these terms further to reach a mutually agreeable solution. We believe that resolving this matter swiftly will allow both of us to focus on our ongoing business activities.

Please respond by [Insert Deadline Date] to let us know if you are willing to discuss this proposal further. We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]