

Settlement Agreement Letter

Dear [Recipient],

I am writing to propose a settlement agreement in relation to the dispute between us. As you are aware, we have been involved in a disagreement over [insert reason for dispute]. After careful consideration, I believe that a settlement agreement would be the best course of action to resolve this matter.

As part of the proposed settlement agreement, I suggest that we agree to the following terms:

[Insert proposed settlement term]

[Insert proposed settlement term]

[Insert proposed settlement term]

I believe that these terms are fair and reasonable for both parties, and would enable us to put this dispute behind us and move forward with a positive relationship.

If you agree to these terms, please sign and return a copy of this letter to me no later than [insert deadline for response]. Once I receive your signed agreement, I will promptly take the necessary steps to finalize the settlement and resolve this dispute.

I appreciate your time and consideration in this matter and look forward to resolving this dispute in an amicable manner.

Sincerely,

[Your Name]