

Formal business dispute settlement offer

Subject: Settlement Offer Regarding Dispute [Reference Number]

Dear [Recipient's Name],

We are writing to propose a settlement to resolve the ongoing dispute between [Your Company Name] and [Recipient's Company Name] concerning [brief description of dispute]. After careful consideration, we propose a settlement amount of [Amount] to be paid in full upon execution of a mutual agreement.

This offer is made without admission of liability and is intended to amicably resolve all claims related to the matter. We request your written confirmation of acceptance within [X days] from the date of this letter.

We hope to resolve this matter efficiently and maintain a positive professional relationship.

Sincerely,

[Your Name]

[Position]

[Company Name]

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