

Informal minor dispute settlement offer

Subject: Proposal to Settle Our Recent Issue

Hi [Recipient's Name],

I hope you're well. Regarding the recent misunderstanding over [issue], I'd like to offer a settlement of [amount] to close this matter quickly and fairly for both of us.

Please let me know if you're agreeable to this proposal, and we can proceed with the necessary arrangements.

Best regards,

[Your Name]

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