

Settlement Proposal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Settlement Proposal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the matter of [briefly describe the issue or dispute, such as a legal claim, debt, or any other relevant context].

After careful consideration and with a genuine desire to resolve this matter amicably, I would like to propose a settlement agreement to avoid the expenses, time, and uncertainties associated with legal proceedings. This proposal outlines the terms that I believe will be fair and equitable to both parties involved.

1. Amount of Settlement:

- I propose a settlement amount of [enter the proposed settlement amount in numbers and words], which I consider to be a reasonable compromise under the circumstances.

2. Payment Terms:

- To expedite the resolution, I am willing to make the payment in [state your preferred method of payment, such as a lump sum or installment plan]. If the lump sum option is selected, I will make the payment within [specify a reasonable time frame]. For an installment plan, I suggest [mention the number of installments and the frequency of payments].

3. Release and Waiver:

- Upon receiving the agreed settlement amount, I request a full and final release from any further claims or liabilities related to the aforementioned issue. This release and waiver will be executed by both parties, signifying the conclusion of this matter.

4. Confidentiality:

- It is mutually agreed that the terms and conditions of this settlement proposal, negotiations, and eventual settlement shall remain strictly confidential. Neither party shall disclose any details or terms of this settlement to any third party, except for legal and financial advisors, if required.

5. Timely Response:

- I kindly request a response to this settlement proposal within [mention a reasonable deadline, typically 2 to 4 weeks]. Your timely consideration will be greatly appreciated and will help in reaching a swift resolution.

Please be aware that this proposal is a genuine attempt to find a middle ground and resolve this matter fairly. It is in both of our interests to avoid unnecessary legal expenses and protracted disputes.

If you have any counter-proposal or need further clarification on any aspect of this settlement offer, please do not hesitate to contact me. I am open to discussing any reasonable adjustments to facilitate an agreeable resolution.

I believe that accepting this settlement proposal will provide both of us with the opportunity to move forward and put this matter behind us. I look forward to receiving your response and resolving this issue in an amicable and timely manner.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature if sending a physical letter]