

Professional settlement proposal letter

Subject: Proposal for Settlement

Dear [Recipient Name],

I am writing to formally propose a settlement regarding [briefly state the matter]. After careful review and consideration of all relevant facts, I would like to suggest the following resolution:

[Clearly state the terms of the settlement, including amounts, timelines, or actions to be taken by both parties.]

We believe this proposal provides a fair and mutually acceptable resolution and would help avoid prolonged disputes. I kindly request your review and consideration, and I am available to discuss any adjustments or clarifications needed.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Position, if applicable]

[Company or Organization Name, if applicable]

[Contact Information]

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