

Casual, friendly tone settlement letter

Subject: Settlement Proposal

Hi [Recipient Name],

I hope you are well. I wanted to reach out to discuss a possible settlement regarding [briefly state the matter]. I suggest [state proposed terms], which I believe is fair for both sides.

Please let me know your thoughts or if youâ€™d like to tweak any details. Iâ€™m happy to work together to reach a quick resolution.

Best regards,

[Your Name]

[Contact Information]

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