

Early-stage, email-friendly settlement proposal

Subject: Preliminary Settlement Proposal

Dear [Recipient Name],

I am sending this email to propose a preliminary settlement regarding [matter]. The suggested approach is as follows:

[Briefly outline settlement terms.]

This is an initial proposal and I am open to feedback or adjustments to reach a mutual agreement.

Kindly review and advise at your earliest convenience.

Thank you,

[Your Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/settlement-proposal-letter>