

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Employer Representative Name]
[Title]
[Company Name]
[Company Address]

RE: Notice of Legal Claims and Settlement Demand Regarding Age Discrimination

Dear [Recipient Name],

I am writing this letter regarding my employment with [Company Name] and my recent [termination/demotion/adverse action] on [Date]. I believe that my treatment and the subsequent actions taken against me constitute unlawful age discrimination in violation of the Age Discrimination in Employment Act (ADEA) and [State] labor laws.

The facts supporting this claim include, but are not limited to:

- [Description of specific event or comment regarding age]
- [Reference to younger, less experienced employees receiving preferential treatment]
- [Details of positive performance reviews prior to the adverse action]
- [Statements made by management regarding the need for "new blood" or "energetic" staff]

These actions have caused me significant financial loss, emotional distress, and damage to my professional reputation. Based on the evidence, I am prepared to pursue formal legal action through the Equal Employment Opportunity Commission (EEOC) and subsequently in civil court.

However, in the interest of resolving this matter efficiently and avoiding the expense of litigation, I am willing to release all claims against [Company Name] in exchange for a settlement of \$[Amount]. This amount represents [lost wages, benefits, and compensatory damages].

Please provide a written response to this proposal by [Date]. If we are unable to reach an agreement by this time, I will proceed with filing a formal charge of discrimination.

This letter is for settlement purposes only and is sent without prejudice to my legal rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]