

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

RE: Notice of Disability Discrimination and Settlement Demand

Dear [Recipient Name],

I am writing to formally address the discriminatory treatment I have experienced regarding my disability during my employment at [Company Name].

Specifically, on [Date(s)], the following events occurred: [Briefly describe the discriminatory acts, denial of reasonable accommodation, or harassment]. These actions violate the Americans with Disabilities Act (ADA) and applicable state laws.

As a direct result of these actions, I have suffered [mention damages, e.g., lost wages, emotional distress, medical expenses].

While I am prepared to pursue formal legal action through the Equal Employment Opportunity Commission (EEOC) and civil litigation, I am willing to resolve this matter privately to avoid the time and expense of a lawsuit. I am proposing a full and final settlement in the amount of \$[Dollar Amount].

This settlement offer is made for compromise purposes only and is without prejudice to my legal rights. I look forward to receiving a response by [Date] regarding your willingness to discuss this resolution.

Sincerely,

[Your Signature]

[Your Printed Name]