

[Law Firm Name/Sender Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

SENT VIA [EMAIL/CERTIFIED MAIL]

[Recipient Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Legal Claims and Settlement Proposal Regarding [Employee Name]

Dear [Recipient Name],

This office represents [Employee Name] ("my client") regarding [his/her/their] employment with [Company Name] ("the Company"). This letter serves as a formal notification of legal claims arising from [briefly state nature of dispute, e.g., wrongful termination, discrimination, or unpaid wages].

I. Factual Background

[Provide a concise summary of the facts leading to the dispute].

II. Legal Claims

Based on the facts above, we believe the Company is liable for violations of [mention specific laws, e.g., Title VII of the Civil Rights Act, the FLSA, or State Labor Codes]. Specifically, [briefly explain the legal violation].

III. Damages

As a result of these actions, my client has suffered significant damages, including but not limited to:

- Back pay and front pay;
- Loss of benefits;
- Emotional distress; and
- Statutory penalties and attorney's fees.

IV. Settlement Proposal

My client is prepared to pursue formal litigation to protect [his/her/their] rights. However, we believe a pre-litigation resolution may be in the best interest of both parties to avoid the costs and publicity of trial. At this time, my client is willing to release all claims against the Company in exchange for a total settlement payment of \$[Amount].

This offer is made for settlement purposes only and is subject to the execution of a formal settlement and release agreement.

V. Conclusion

Please respond to this proposal by [Date/Time]. If we do not hear from you by this deadline, we will proceed with the filing of a formal complaint with [Relevant Administrative Agency or Court].

Sincerely,

[Signature]

[Printed Name]

[Title/Law Firm]