

**[Your Name/Law Firm Name]**

[Address Line 1]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**Sent via [Method of Delivery: e.g., Certified Mail / Email]**

[Recipient Name]

[Recipient Title]

[Opposing Company Name]

[Address Line 1]

[City, State, Zip Code]

**RE: Notice of Dispute and Formal Invitation to Pre-Litigation Settlement Negotiations**

Dear [Recipient Name],

This firm represents [Your Client's Name] ("Client") regarding a formal dispute arising from [Briefly State Basis of Dispute, e.g., the Breach of Contract dated January 1, 2023].

Our Client's primary objective is to reach a commercially reasonable resolution to this matter without the necessity of formal litigation. We believe that a structured settlement engagement at this stage will serve the mutual interests of both parties by avoiding the significant costs, time, and public exposure associated with court proceedings.

**Basis of Claim:**

[Insert summary of the facts, the specific obligations breached, and the resulting damages].

**Settlement Proposal:**

In the spirit of compromise and for the purpose of settlement only, our Client is prepared to resolve all outstanding claims under the following terms:

1. [Term 1: e.g., Payment of a specific sum]
2. [Term 2: e.g., Performance of a specific action]
3. [Term 3: e.g., Mutual release of all claims]

**Confidentiality:**

Please be advised that this letter and any subsequent settlement discussions are intended to be confidential and are conducted pursuant to [Applicable Law/Rule, e.g., Rule 408 of the Federal Rules of Evidence]. These communications are for settlement purposes only and are inadmissible as evidence in any potential litigation.

**Next Steps:**

We request a response to this proposal or an invitation to meet and confer by no later than

[Date/Time]. If we do not receive a response by this date, our Client will proceed with all available legal remedies, including the filing of a formal complaint in [Jurisdiction].

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

CC: [Client Name]