

RE: LETTER OF INTENT FOR PRE-LITIGATION SETTLEMENT

Date: [Insert Date]

TO: [Opposing Party Name/Legal Representative]

ADDRESS: [Insert Address]

FROM: [Your Name/Company Name]

ADDRESS: [Insert Address]

SUBJECT: Settlement Proposal regarding [Briefly Describe Dispute/Contract Name]

This Letter of Intent ("LOI") outlines the proposed terms for a full and final settlement of the dispute existing between [Party A] and [Party B] regarding [Brief Description of the Claim/Breach].

1. Settlement Sum: [Party A/B] agrees to pay the total sum of \$[Amount] (the "Settlement Amount") to [Party A/B].

2. Payment Schedule: Payment shall be made via [Wire Transfer/Check] according to the following timeline: [e.g., within 10 business days of the signed agreement].

3. Mutual Release of Liability: Upon receipt of the Settlement Amount, both parties agree to release and forever discharge each other from any and all claims, demands, or causes of action arising from or related to the aforementioned dispute.

4. Confidentiality: The parties agree that the terms and conditions of this settlement shall remain strictly confidential and shall not be disclosed to any third party, except as required by law or to legal/financial advisors.

5. Non-Disparagement: Both parties agree not to make any negative or disparaging comments regarding the other party to any third party or public forum.

6. Dismissal of Potential Litigation: This LOI is intended to prevent the initiation of formal legal proceedings. Upon execution of a formal Settlement Agreement, [Party A/B] agrees to waive the right to file any lawsuit regarding this matter.

7. Non-Binding Nature: Except for the provisions regarding Confidentiality and Non-Disparagement, this LOI is a statement of intent only and does not constitute a legally binding contract. Binding obligations will only arise upon the execution of a formal, written Settlement Agreement signed by both parties.

8. Deadline for Acceptance: This proposal remains open for acceptance until [Insert Date/Time].

Agreed and Accepted by:

[Name of Authorized Representative]
On behalf of [Company Name]

Date: _____