

**SENT VIA [INSERT METHOD: e.g., CERTIFIED MAIL / EMAIL]**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

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

**RE: Letter of Intent for Pre-Litigation Settlement regarding [Property Address/Legal Description]**

Dear [Recipient Name],

This letter serves as a formal expression of my intent to resolve the ongoing dispute regarding the real property located at [Property Address] prior to the initiation of formal legal proceedings.

**1. Background of Dispute:**

The dispute arises from [Briefly describe the issue, e.g., breach of purchase agreement, boundary dispute, undisclosed property defects, or landlord-tenant conflict]. Specifically, [Provide 1-2 sentences of key facts].

**2. Proposed Settlement Terms:**

In the interest of avoiding the time and expense of litigation, I propose the following terms for settlement:

[Term A: e.g., Payment of \$X amount]  
[Term B: e.g., Completion of specific repairs by Date]  
[Term C: e.g., Execution of a quitclaim deed or boundary adjustment]

**3. Mutual Release of Liability:**

Upon fulfillment of the terms mentioned above, both parties shall execute a formal Settlement Agreement including a mutual release of all claims, known or unknown, arising from this specific matter.

**4. Confidentiality:**

This letter and all subsequent negotiations shall be treated as settlement communications and are inadmissible in any future legal proceedings pursuant to [State/Federal] Rules of Evidence.

**5. Deadline:**

This proposal remains open until [Time] on [Date]. If we have not reached an agreement in

principle by this time, I reserve the right to pursue all available legal remedies, including the filing of a formal lawsuit, without further notice.

I look forward to your prompt response to resolve this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]