

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

[Date]

[Managing Partner Name]  
[Law Firm Name]  
[Firm Address]  
[City, State, Zip Code]

**RE: CONFIDENTIAL COMMUNICATION FOR SETTLEMENT PURPOSES ONLY  
PURSUANT TO FED. R. EVID. 408**

Dear [Partner Name],

I am writing regarding my tenure at [Law Firm Name] and the recent decision to deny my elevation to Partner. Based on the evidence, I believe this decision was motivated by racial discrimination in violation of Title VII of the Civil Rights Act of 1964 and [State/Local Law].

Despite consistently meeting and exceeding the firm's criteria for partnership-including billable hour requirements, client development goals, and favorable performance evaluations-I was bypassed for promotion while similarly situated white colleagues with comparable or inferior metrics were elevated. This discrepancy, coupled with [mention specific incidents of bias or lack of diversity in leadership], constitutes a clear case of disparate treatment.

The denial of partnership has caused significant professional damage, loss of future earnings, and emotional distress. I am prepared to file a formal charge with the Equal Employment Opportunity Commission (EEOC) and pursue litigation to protect my rights.

However, I am willing to resolve this matter pre-litigation to avoid the public disclosure of these claims and the associated legal costs for both parties. I am prepared to release all claims against [Law Firm Name] in exchange for the following settlement terms:

- **Monetary Compensation:** A lump sum payment of \$[Amount] representing back pay, front pay, and compensatory damages.
- **Service Recognition:** Retroactive adjustment of title or a mutually agreed-upon departure characterization.
- **Neutral Reference:** A written agreement to provide a neutral professional reference to future employers.

This offer remains open until [Date/Time]. If we cannot reach an agreement by this time, I will proceed with formal legal action.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]