

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Employer Name]  
[Attention: Legal Department / Human Resources]  
[Employer Address]

**RE: CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY - SUBJECT TO RULE 408**

Dear [Recipient Name],

This letter is regarding my claims against [Company Name] for violations of Title VII of the Civil Rights Act of 1964. Specifically, I am asserting claims of [list claims, e.g., discrimination, harassment, and/or retaliation] based on my [protected class, e.g., race, sex, religion, color, or national origin].

**Summary of Facts**

I was employed by [Company Name] from [Start Date] to [End Date/Present]. During my tenure, I was subjected to the following unlawful conduct: [Briefly describe the specific incidents of discrimination or harassment]. On [Date], I complained to [Name/Department] regarding this treatment; however, [describe the company's failure to act or subsequent retaliation].

**Legal Violations**

The actions described above constitute clear violations of Title VII. Under federal law, it is unlawful to [describe violation, e.g., terminate an employee or create a hostile work environment] because of an individual's [protected class]. Furthermore, the retaliation I faced after my protected complaint is a separate and distinct violation of the Act.

**Damages**

As a direct result of [Company Name]'s actions, I have suffered significant damages, including but not limited to:

- Back pay and lost benefits
- Front pay
- Compensatory damages for emotional distress
- Potential punitive damages and attorney's fees

**Settlement Demand**

While I am prepared to pursue this matter through the Equal Employment Opportunity Commission (EEOC) and subsequent federal litigation, I am open to resolving this dispute pre-litigation to avoid the costs and publicity of trial. I am prepared to sign a full release of all claims in exchange for the sum of \$[Dollar Amount].

This offer is valid until [Time] on [Date]. If we are unable to reach an agreement by this time, I will proceed with formal legal action.

Sincerely,

[Your Signature]

[Your Printed Name]