

**PRIVILEGED AND CONFIDENTIAL
FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408**

[Date]

[Recipient Name]

[Recipient Title/Company]

[Address]

[City, State, Zip Code]

RE: Notice of Legal Claims and Settlement Demand Regarding [Your Name/Client Name]

Dear [Recipient Name],

This letter is sent on behalf of [Your Name/Client Name] regarding ongoing and pervasive harassment experienced during [his/her/their] engagement with [Company/Individual Name]. This communication is intended to facilitate a private resolution of these claims prior to the commencement of formal litigation.

Summary of Facts

[Provide a concise chronological summary of the harassing behavior, including dates, specific incidents, and the names of individuals involved.]

Legal Claims

Based on the aforementioned facts, [Your Name/Client Name] possesses strong legal claims for, including but not limited to:

- Hostile Work Environment
- Sexual/Verbal/Physical Harassment under [State/Federal Law]
- Retaliation
- Intentional Infliction of Emotional Distress

Settlement Demand

In the interest of avoiding the expense, public exposure, and uncertainty of a lawsuit, [Your Name/Client Name] is prepared to release all claims against [Company/Individual Name] in exchange for the following terms:

- **Monetary Payment:** A lump sum payment of \$[Amount].
- **Confidentiality:** A mutual agreement to keep the terms of this settlement and the underlying facts strictly confidential.
- **Non-Disparagement:** A mutual agreement to refrain from making negative statements about either party.
- **Reference:** [If applicable: A neutral letter of reference for future employment].

Conclusion

This offer remains open until [Time] on [Date]. If we do not receive a response by this time, we will proceed with the filing of a formal complaint with the [EEOC/Appropriate Court].

Please have your legal counsel contact me directly to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number/Email]