

## **CONFIDENTIAL FOR SETTLEMENT PURPOSES ONLY**

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Dispute and Offer of Resolution regarding [Case Name/Matter Number]**

Dear [Recipient Name],

This firm represents [Client Name] regarding the dispute arising from [brief description of incident/contract]. This letter serves as a formal proposal to resolve this matter through a mutual settlement agreement.

### **1. Confidentiality and Non-Disclosure**

The parties agree that all discussions, documents, and terms exchanged during this resolution process are strictly confidential. Neither party shall disclose the existence or the contents of these negotiations to any third party, except to their legal counsel, financial advisors, or as required by law. This letter is protected under [State/Federal Rule of Evidence, e.g., Rule 408] and is inadmissible in any subsequent legal proceeding.

### **2. Proposed Resolution Terms**

To avoid the uncertainty and expense of litigation, our client proposes the following terms:

- [Term 1: e.g., Monetary payment amount]
- [Term 2: e.g., Mutual release of all claims]
- [Term 3: e.g., Return or destruction of specific property]

### **3. Non-Disparagement**

As part of this resolution, both parties will agree to refrain from making any negative or disparaging comments about the other party, their affiliates, or their representatives in any public or private forum.

### **4. Deadline for Response**

This offer of resolution shall remain open until [Time] on [Date]. If we do not receive a written acceptance or a formal counter-proposal by this time, our client reserves the right to pursue all available legal remedies, including the commencement of formal litigation.

We look forward to resolving this matter amicably.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]