

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

[Date]

[Recipient Name]
[Recipient Title/Firm]
[Address]
[City, State, Zip Code]

RE: Notice of Settlement Offer and Release of Claims

Claimant: [Your Name or Client Name]

Matter: [Professional Services/Case Reference Number]

Dear [Recipient Name],

This letter concerns the dispute arising from the professional services provided by [Professional/Firm Name] regarding [Description of Matter]. Based on our review of the facts, it is our position that [Briefly State Basis of Liability, e.g., breach of duty or negligence] resulted in damages totaling \$[Amount].

In the interest of avoiding the expense and uncertainty of formal litigation, [Claimant Name] hereby submits this formal offer to settle all claims for the total sum of \$[Settlement Amount].

Terms of Settlement:

- **Payment:** A one-time lump sum payment of \$[Settlement Amount] to be paid within [Number] days of the execution of a formal Settlement Agreement.
- **Release of Claims:** Upon receipt of payment, [Claimant Name] will execute a full and final release of all claims, known or unknown, against [Professional/Firm Name] arising from the aforementioned matter.
- **Confidentiality:** Both parties shall agree to keep the terms and existence of this settlement strictly confidential.
- **No Admission of Liability:** This settlement shall not be construed as an admission of fault or liability by any party.

This offer is contingent upon the execution of a mutually agreeable Settlement and Release Agreement. This offer shall remain open until [Time] on [Expiration Date], at which point it will be withdrawn.

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]