

WITHOUT PREJUDICE

[Date]

[Landlord Name/Property Management Company]

[Address]

[City, State, Zip Code]

RE: Counter Offer for Settlement regarding Lease for [Premises Address]

Dear [Name of Contact Person],

I am writing in response to your letter dated [Date of Landlord's Letter] regarding the ongoing dispute concerning [mention dispute, e.g., unpaid rent / maintenance issues / lease termination].

While I acknowledge your initial proposal, I am unable to accept the terms as currently presented. However, I am committed to resolving this matter amicably. Therefore, I wish to propose the following counter offer as a full and final settlement of this dispute:

- **Settlement Amount:** I propose a total payment of \$[Amount] to resolve all outstanding claims.
- **Payment Schedule:** This amount will be paid [as a lump sum / in installments of \$X per month starting on Date].
- **Lease Modifications:** [Optional: Mention any changes to lease terms, such as early termination or reduced square footage].
- **Mutual Release:** Both parties shall sign a mutual release agreement, discharging each other from any further liabilities or claims related to this specific dispute.

This offer is based on [briefly mention reasoning, e.g., current market conditions / financial hardship / documented repair issues].

Please note that this offer is made for settlement purposes only and is without prejudice to my rights and positions under the existing lease agreement should we fail to reach an accord.

I look forward to receiving your written response by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email Address]