

Date: [Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name / Case Number]

Subject: Final Settlement Offer

Dear [Opposing Counsel Last Name],

Following our recent discussions regarding the above-referenced matter, this letter serves to formally convey my client's final settlement terms to resolve all outstanding claims between the parties.

Our client is prepared to settle this matter based on the following terms:

- **Settlement Amount:** A total payment of \$[Amount] to be paid by [Paying Party] to [Receiving Party].
- **Payment Schedule:** Payment shall be made in full within [Number] days of the execution of the formal settlement agreement.
- **Release of Claims:** A full and mutual release of all claims, known or unknown, arising out of the incidents described in the pleadings.
- **Dismissal:** The parties will file a Stipulation of Dismissal with prejudice within [Number] days of receipt of the settlement funds.
- **Confidentiality:** The terms of this settlement shall remain strictly confidential between the parties and their legal counsel.
- **Taxation/Costs:** Each party shall bear its own legal fees and costs.

Please note that these terms are final. This offer will remain open until [Time] on [Date]. If we do not receive written acceptance by that time, the offer will be withdrawn, and we will proceed with [Discovery/Trial/Next Procedural Step].

We look forward to your response.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]

cc: [Client Name]