

WITHOUT PREJUDICE / FOR SETTLEMENT PURPOSES ONLY

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: [Case Name or Reference Number]

Dear [Recipient Name],

We are writing to propose that the parties engage in formal mediation to resolve the ongoing dispute regarding [briefly state the subject, e.g., the contract dated July 1, 2023]. We believe that a neutral third-party mediator can assist in reaching a mutually beneficial resolution without the need for further litigation.

Mediation Proposal:

We suggest the following mediators for your consideration:

- [Name of Mediator 1]
- [Name of Mediator 2]

Please let us know if either of these individuals is acceptable to you, or feel free to suggest alternative candidates.

Settlement Offer:

In the interest of resolving this matter immediately, our client is prepared to offer the following terms as a full and final settlement:

1. **Payment:** [Insert Dollar Amount] to be paid within [Number] days of a signed agreement.
2. **Release of Claims:** A mutual release of all claims arising from [Specific Incident/Contract].
3. **Confidentiality:** Both parties agree to keep the terms of this settlement confidential.
4. **Dismissal:** Upon receipt of payment, the pending [Lawsuit/Claim] will be dismissed with prejudice.

This offer is based on the current understanding of the facts and is intended to avoid the costs and uncertainty of trial. This offer will remain open until [Expiration Date/Time], after which it will be considered withdrawn.

We look forward to your response regarding both the mediation proposal and the settlement terms.

Sincerely,

[Your Signature]

[Your Printed Name]