

WITHOUT PREJUDICE / FOR SETTLEMENT PURPOSES ONLY

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Settlement Offer regarding [Case Name/Reference Number/Subject Matter]

Dear [Recipient Name],

This letter is a formal proposal to settle the ongoing dispute regarding [briefly state the issue, e.g., the outstanding invoice dated January 1st / the motor vehicle accident on July 10th]. This offer is made in the interest of reaching an amicable resolution and avoiding the costs and time associated with further legal action.

After reviewing the facts of the matter, [Your Name/Company Name] proposes a total settlement payment of \$[Amount] to be paid by [Date].

This offer is contingent upon the following terms:

- Full and final release of all claims by both parties related to this matter.
- Execution of a formal settlement agreement and release document.
- [Optional: Mutual confidentiality regarding the terms of this settlement].

This offer remains open for acceptance until [Time] on [Expiration Date]. If we do not receive a written acceptance or a counteroffer by this time, the offer will be considered withdrawn.

We believe this proposal represents a fair compromise for both parties. We look forward to your prompt response.

Sincerely,

[Signature]

[Your Printed Name]