WITHOUT PREJUDICE / FOR SETTLEMENT PURPOSES ONLY

Date: [Insert Date]

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

Re: Notice of Settlement Offer - [Insert Case Name or Reference Number]

Dear [Recipient Name],

This letter concerns the legal dispute between [Your Name/Company Name] and [Recipient Name/Company Name] regarding [briefly state the issue, e.g., breach of contract dated X].

As you are aware, we are currently preparing to initiate formal legal proceedings. However, in an effort to resolve this matter efficiently and avoid the costs and time associated with litigation, we are prepared to offer the following settlement terms:

1. **Payment/Action:** [Your Name/Company Name] proposes that [Recipient Name] pays the sum of $[Amount] as full and final settlement of all claims.

2. **Release of Liability:** Upon receipt of the aforementioned [payment/action], both parties will execute a mutual release of all claims arising from this matter.

3. **Confidentiality:** The terms of this settlement shall remain strictly confidential between the parties.

This offer is made as a good-faith attempt to reach an amicable resolution. This letter is not an admission of liability and is written without prejudice to our rights and remedies at law, all of which are expressly reserved should this matter proceed to court.

This offer will remain open until [Insert Time] on [Insert Date]. If we do not receive a written acceptance by this deadline, the offer will be withdrawn, and we will proceed with the filing of the lawsuit without further notice.

We look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company]