

Free Settlement Letter Forms

Subject: Formal Settlement Proposal Between [Party A] and [Party B]

Dear [Recipient's Name],

I am writing to formally present a settlement proposal between [Party A] and [Party B] in relation to [describe the dispute in detail, e.g., "the alleged breach of contract pursuant to the agreement dated [date]"]. This proposal aims to resolve the matter expeditiously and mitigate the need for protracted litigation.

The terms and conditions of the proposed settlement are as follows:

1. [Party A] shall [specific action, e.g., "issue a payment in the amount of \$15,000"] to [Party B] on or before [specific date], contingent upon [specific conditions, if any].
2. Upon receipt of the aforementioned payment, [Party B] agrees to [specific action, e.g., "execute a full and final release of all claims against [Party A]"] and refrain from pursuing any further legal action related to this matter.
3. Both parties shall maintain strict confidentiality regarding the terms and existence of this settlement, except as required by law.

Should you find these terms acceptable, kindly execute the enclosed duplicate of this letter and return it to my office by [specific date]. If you require any modifications or wish to discuss the terms further, please contact me directly at [your phone number] or [your email address].

This proposal is extended in good faith and reflects our commitment to achieving a mutually beneficial resolution. We trust that you will give it your prompt and serious consideration.

Yours sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]