

Printable Settlement Letter Form

Subject: Proposed Settlement Agreement Between [Party A] and [Party B]

Dear [Recipient's Name],

This letter serves as a formal proposal for a settlement agreement between [Party A] and [Party B] concerning [briefly describe the dispute, e.g., "the breach of contract dated [date]"]. The purpose of this agreement is to resolve the matter efficiently and avoid further legal proceedings.

The proposed terms of the settlement are as follows:

1. [Party A] shall [specific action, e.g., "remit a payment of \$10,000"] to [Party B] no later than [specific date].
2. In consideration of this payment, [Party B] agrees to [specific action, e.g., "dismiss the pending claim"] and release [Party A] from any further liability related to this dispute.
3. Both parties agree to maintain confidentiality regarding the terms of this settlement.

If these terms are acceptable, please sign and return a copy of this letter by [specific date]. Should you have any questions or require further clarification, do not hesitate to contact me at [your phone number] or [your email address].

We trust that this agreement represents a fair and equitable resolution for both parties and look forward to your prompt response.

Best regards,

[Your Full Name]

[Your Job Title]

[Your Contact Information]