[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Settlement Offer**

**Dear [ADDRESSEE],**

We write regarding the ongoing dispute between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”), relating to [*BRIEF DESCRIPTION OF DISPUTE, e.g., breach of contract, outstanding payment, or other issue*]. In the interest of resolving this matter amicably and avoiding further time and expense, we propose the following settlement terms:

1. **Settlement Amount/Terms:** [*DESCRIPTION, e.g., “We agree to pay/accept $[AMOUNT] as full and final settlement of all claims arising out of this dispute.”*]
2. **Timeline:** [*DESCRIPTION, e.g., “Payment/fulfillment of terms to occur no later than [DATE].”*]
3. **Mutual Release:** Both parties agree to release each other from all claims, liabilities, or demands related to this dispute upon execution and performance of the settlement agreement.
4. **Confidentiality:** The terms and details of this settlement shall remain strictly confidential unless disclosure is required by law.

We believe this proposal represents a fair resolution that allows both parties to move forward without further complications. If you accept these terms, we are prepared to draft a formal settlement agreement for signature.

Please confirm your acceptance of this offer by [DATE]. If you have counter-proposals or wish to discuss further adjustments, we are open to continuing discussions to reach a mutually agreeable resolution.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

This offer is made on a without-prejudice basis and is not an admission of liability or wrongdoing. It is intended solely to facilitate an amicable resolution of this matter.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]