

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

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

Subject: Small Claims Court Settlement Offer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally propose a settlement related to our ongoing small claims case [Case Number] regarding [brief description of the dispute].

In the interest of resolving this matter amicably and avoiding the costs and time associated with court proceedings, I am willing to settle for the amount of [proposed settlement amount]. This offer is made to encourage a resolution and to allow both parties to avoid the stress of continuing in court.

Please consider this settlement proposal and respond to me by [specific date, usually within 10-14 days], so we can finalize this resolution. If we can agree on these terms, I am prepared to withdraw my claim and file a notice of dismissal with the court.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]