

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

[Recipient's Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Settlement Proposal Regarding NLRB Case No. [Case Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a settlement regarding the ongoing matter related to National Labor Relations Board (NLRB) Case No. [Case Number].

After careful consideration of the circumstances surrounding the case, we believe that reaching a mutually agreeable resolution is in the best interest of both parties. Below, I have outlined our proposed terms:

1. ****Settlement Amount****: [Specify amount or terms of payment]
2. ****Non-Admittance Clause****: Both parties agree that this settlement is not an admission of liability or wrongdoing.
3. ****Confidentiality Agreement****: The terms of this settlement shall remain confidential between both parties.
4. ****Compliance Actions****: [Outline any actions that need to be taken by either party following the settlement]
5. ****Timeline****: [Specify a timeline for acceptance of the proposal and any subsequent actions]

We believe that this proposal offers a fair resolution to this matter and allows both parties to move forward without further dispute. We are open to discussing these terms and making any necessary adjustments to reach an agreement.

Please feel free to contact me at your earliest convenience to discuss this proposal further. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Organization]