

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Settlement Proposal for 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 case identified as Case No. [Case Number]. After careful consideration of the circumstances surrounding this matter, I believe that reaching a settlement would be in the best interest of both parties involved.

Details of the Case:

- Case Number: [Case Number]
- Date of Incident: [Date]
- Brief Description: [Provide a concise summary of the case and any pertinent details.]

Settlement Proposal:

In light of the situation, I propose the following terms for a settlement:

1. [Term 1: Describe the first component of the settlement, e.g., monetary amount, services, etc.]
2. [Term 2: Describe the second component of the settlement, if applicable.]
3. [Additional Terms: List any further terms as necessary.]

I believe that this proposal is reasonable and fair, considering the nature of the case and the potential liabilities involved. I am hopeful that we can come to an agreement that satisfies both parties and allows us to move forward without further litigation.

Please review this proposal and let me know your thoughts at your earliest convenience. I am open to discussion and negotiation to reach a mutually acceptable resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title/Position, if applicable]