

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
[Case Number]  
[Court Name]

Dear [Recipient's Name],

RE: Settlement Proposal for Case No. [Case Number]

I hope this letter finds you well. As we move forward in the proceedings of the above-referenced case, I would like to propose a settlement to resolve this matter amicably.

**\*\*Details of Settlement Proposal:\*\***

1. **\*\*Settlement Amount:\*\*** [Specify Amount]
2. **\*\*Payment Terms:\*\*** [Outline Payment Terms, if applicable]
3. **\*\*Release of Claims:\*\*** Both parties agree to release each other from any further claims relating to this matter.
4. **\*\*Confidentiality Clause:\*\*** [Include any confidentiality terms, if applicable]

I believe this proposal serves the best interests of all parties involved and will help bring this case to a timely resolution. Please review this proposal and feel free to reach out to discuss any modifications or concerns you may have.

I appreciate your consideration of this settlement offer and look forward to your prompt response.

Sincerely,

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