

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

[Recipient's Name]  
[Recipient's Title]  
[National Labor Relations Commission (NLRC)]  
[NLRC Address]  
[City, State, Zip Code]

Subject: Settlement Letter for [Case Number/Title]

Dear [Recipient's Name],

I am writing to formally propose a settlement regarding the ongoing dispute in case number [insert case number], titled [insert title]. The parties involved, [Your Name/Your Company] and [Other Party's Name/Company], have engaged in discussions to amicably resolve the matter, and we have come to the following terms:

1. **\*\*Settlement Amount\*\***: [Detail the agreed settlement amount or terms]
2. **\*\*Payment Schedule\*\***: [Detail the payment schedule if applicable]
3. **\*\*Release of Claims\*\***: Upon receipt of the agreed amount, both parties will release each other from any further claims or liabilities related to this dispute.
4. **\*\*Confidentiality Clause\*\***: [Specify if applicable]
5. **\*\*Governing Law\*\***: This settlement will be governed by the laws of [insert applicable jurisdiction].

We believe that this settlement is in the best interests of both parties and will prevent further legal proceedings. Please review the terms outlined above, and if acceptable, kindly sign and return a copy of this letter by [insert date].

Thank you for your attention to this matter. We hope to resolve this amicably.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Enclosures: if any]