

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Address]
[City, Province, Postal Code]

Dear [Recipient Name],

RE: Demand for Settlement

I hope this letter finds you well. I am writing to formally outline my position regarding [brief description of the issue or incident].

As you are aware, [provide a brief overview of the situation, including key facts and figures]. This has resulted in [explain the impact, such as financial loss, emotional distress, etc.].

Given these circumstances, I am seeking a resolution to this matter and propose a settlement of [specific amount or terms] to amicably resolve this issue. This offer reflects [reason for the settlement amount, such as actual damages, emotional distress, etc.].

Please consider this proposal seriously. I believe it is in both of our interests to resolve this matter swiftly and avoid further escalation, which may lead to legal proceedings. I am hopeful we can reach an agreement by [set a reasonable deadline, e.g., two weeks from the date of this letter].

If we cannot reach a resolution by this date, I will be forced to consider other options, including legal action. I hope it does not come to that and that we can settle this amicably.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]