

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Settlement Offer Regarding [Case/Reference Number or Dispute Description]

Dear [Recipient Name],

This letter is regarding the ongoing dispute between [Your Name/Client Name] and [Opposing Party Name] concerning [brief description of incident or contract breach] that occurred on [Date].

Based on our review of the facts, it is clear that [briefly state the basis of liability or claim]. As a result of these actions, [Your Name/Client Name] has suffered damages totaling [Amount of Damages].

In the interest of avoiding the time and expense of formal litigation, [Your Name/Client Name] is prepared to offer a full and final release of all claims in exchange for a settlement payment of **[\$Settlement Amount]**.

This offer is contingent upon the following terms:

- Execution of a formal settlement agreement and general release.
- Payment to be made via [Check/Wire Transfer] within [Number] days of signing.
- [Optional: Confidentiality/Non-disparagement clauses].

This offer shall remain open until [Time] on [Date]. If we do not receive a formal acceptance or a meaningful counteroffer by that time, this offer will be withdrawn, and we will proceed with filing a formal lawsuit to protect our legal rights.

Please note that this letter is for settlement purposes only and, pursuant to Rule 408 of the Federal Rules of Evidence (and similar state rules), is inadmissible as evidence in any subsequent legal proceeding.

We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]