

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

[Date]

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

RE: Counter-Offer for Settlement and Mutual Release Regarding [Case/Reference Number or Description of Dispute]

Dear [Recipient Name],

I am writing in response to your settlement offer dated [Date of original offer letter]. While I appreciate the proposal to resolve this matter through a mutual release, I am unable to accept the terms as currently presented.

After reviewing the details, I would like to propose the following counter-offer to reach a final resolution:

- 1. Settlement Payment:** In place of the previously suggested amount, I propose a settlement payment of \$[Insert Amount] to be paid by [Insert Party Name] to [Insert Party Name].
- 2. Scope of Release:** The mutual release shall cover all claims, known or unknown, arising from [Briefly describe the incident or contract], ensuring that both parties are fully discharged from further liability.
- 3. Payment Terms:** Payment shall be made via [Check/Wire Transfer] within [Number] business days of the execution of the signed Settlement Agreement.
- 4. Confidentiality and Non-Disparagement:** Both parties shall agree to keep the terms of this settlement confidential and refrain from making disparaging remarks about one another.

This counter-offer is made for settlement purposes only and is without prejudice to my legal rights and positions should we be unable to reach an agreement.

Please let me know by [Date] if these terms are acceptable. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]