

Date: [Insert Date]

VIA: [Mediation Portal / Email / Certified Mail]

TO: [Opposing Party Name or Counsel Name]
[Address]
[City, State, Zip Code]

RE: Settlement Offer - Confidential for Mediation Purposes Only

Case Name: [Insert Case Name]

Case Number: [Insert Case Number]

Dear [Name],

In accordance with the court-mandated mediation scheduled for [Mediation Date], and in the interest of reaching a timely and cost-effective resolution to this matter, [Your Name/Plaintiff/Defendant] hereby submits the following formal settlement offer.

This offer is made for settlement purposes only and is inadmissible under [Insert State/Federal Rule of Evidence, e.g., Rule 408].

Settlement Terms:

- **Payment Amount:** [Insert Dollar Amount] to be paid by [Payer Name] to [Payee Name].
- **Payment Timeline:** Payment shall be made within [Number] days of the execution of a formal settlement agreement.
- **Release of Claims:** Both parties shall execute a mutual general release of all claims arising out of the incidents described in Case No. [Case Number].
- **Dismissal:** Upon receipt of payment, the parties will file a Stipulation of Dismissal with Prejudice.
- **Costs:** Each party shall bear their own attorney's fees and costs, and the mediator's fees shall be split [equally / per prior agreement].

Supporting Arguments:

[Briefly list 2-3 facts or legal points that support your position and explain why this offer is reasonable].

This offer shall remain open until [Expiration Date/Time]. We look forward to discussing this proposal further during our mediation session with [Mediator's Name].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Capacity, e.g., Counsel for Plaintiff]