

SENT FOR SETTLEMENT PURPOSES ONLY / WITHOUT PREJUDICE

Date: [Insert Date]

To: [Opposing Party Name]
[Opposing Party Address]
[City, State, Zip Code]

Re: [Your Name] v. [Opposing Party Name]
Case Number: [Insert Case Number]
Court: [Insert Name of Court]

Dear [Opposing Party Name],

In anticipation of our upcoming mediation session scheduled for [Insert Date], I am writing to propose a formal settlement offer to resolve this matter efficiently and avoid further litigation.

Without admitting any liability, I am prepared to settle all claims related to the aforementioned case under the following terms:

- **Payment Amount:** A total payment of \$[Insert Amount] to be paid to [Insert Name of Payee].
- **Payment Method:** Payment shall be made via [Insert Method, e.g., Certified Check, Wire Transfer, Electronic Payment].
- **Payment Timeline:** Payment must be received no later than [Insert Date/Number of Days].
- **Release of Claims:** Upon receipt and clearing of the funds, both parties will sign a mutual release of all claims, and I will file a Request for Dismissal with prejudice with the court.

This offer is intended to represent a fair compromise for both parties, taking into account the time, costs, and uncertainty associated with a court trial. Please note that this offer is valid until [Insert Expiration Date/Time].

I look forward to discussing this proposal further during our mediation session or receiving your written acceptance prior to that date.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]