

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

[Date]

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

Re: [Court Name] Case Number: [Case Number]
Subject: WITHOUT PREJUDICE - Settlement Offer

Dear [Opposing Party Name],

I am writing to you regarding the ongoing small claims dispute and our upcoming mediation. In the interest of resolving this matter efficiently and avoiding the time and expense of a court trial, I am proposing a final settlement offer.

I am prepared to pay a one-time lump sum of **[\$Amount]** to settle this matter in its entirety. This payment will be made within **[Number]** days of a signed settlement agreement and the formal dismissal of the case with prejudice.

This offer is made for settlement purposes only and does not constitute an admission of liability on my part. If this offer is accepted, both parties will release each other from any and all further claims related to this specific dispute.

Please let me know by **[Expiration Date/Time]** if you accept this proposal. If we cannot reach an agreement by this time, I am prepared to proceed with mediation and, if necessary, the scheduled court hearing.

I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]