

Date: [Date]

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

Re: Settlement Offer - Case No. [Case Number]
Court: [Name of Court]

Dear [Opposing Party Name],

In preparation for our upcoming mediation session regarding the above-referenced case, I am writing to propose a settlement to resolve this matter effectively and avoid further litigation.

I am prepared to offer the following terms to settle all claims related to this dispute:

- **Payment Amount:** [Total Dollar Amount]
- **Payment Method:** [Check / Money Order / Electronic Transfer]
- **Payment Date:** No later than [Date]
- **Dismissal:** Upon receipt and clearing of the payment, I will file a Request for Dismissal with Prejudice with the court, closing the case permanently.

This offer is made for settlement purposes only and does not constitute an admission of liability. This proposal is valid until [Expiration Date/Time].

If you accept these terms, please sign below and return a copy to me. I will then prepare the necessary settlement agreement for the court.

Sincerely,

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

Acceptance of Settlement Offer

I, [Opposing Party Name], hereby accept the terms of the settlement offer as outlined above.

Signature: _____ Date: _____