Settlement Demand Letter

Date

TO

FROM

Subject Settlement Demand

Dear ,

I am writing regarding the dispute arising from that occurred on or about . The purpose of this letter is to seek an amicable resolution without the need for formal legal proceedings.

According to my understanding of the facts, . As a result of these circumstances, I have suffered losses and damages, including .

I believe that you, or the organization you represent, bear responsibility for these damages because . I have retained supporting documentation, including , which substantiates my position.

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To resolve this matter promptly and avoid unnecessary expense and delay, I propose settlement under the following terms.

Settlement Item	Details
Settlement Amount	
Payment Method	
Payment Deadline	
Additional Terms	

Upon receipt of the settlement amount and completion of the agreed obligations, I am prepared to consider this matter fully resolved and to release any claims relating to the dispute, subject to the execution of an appropriate written settlement agreement if necessary.

This settlement proposal is made solely for the purpose of resolving this dispute through negotiation. It should not be interpreted as an admission of liability by any party unless expressly stated in a separate written agreement.

Please provide your written response by _____. If I do not receive a response by that date, or if we are unable to reach an acceptable resolution, I may consider pursuing other lawful remedies available to resolve this matter.

Nothing in this letter limits or waives any rights, claims, or remedies that may otherwise be available unless a final written settlement agreement is executed by the parties.

I encourage you to review this matter carefully and contact me if you wish to discuss settlement or propose alternative terms.

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Thank you for your prompt attention to this matter.

Sincerely,

Sender

Name

Date

Signature

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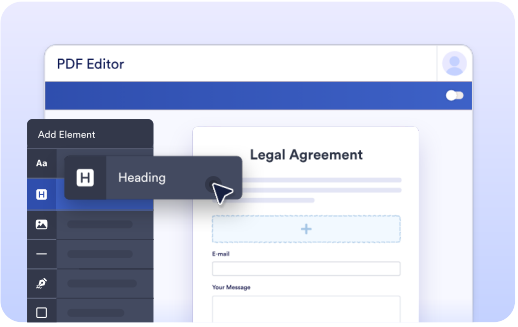
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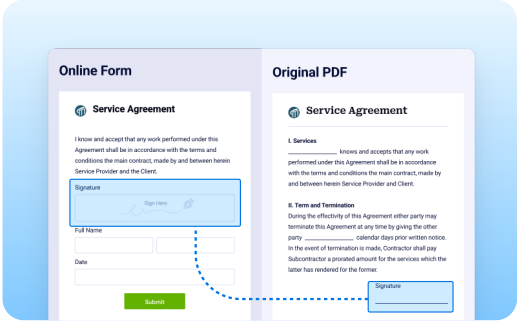
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