

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

Re: Settlement Offer for Case No. _____, _____

Dear _____:

I am sending this letter in hopes that we may reach an amicable settlement in the case referenced above.

Please be advised that although I am hopeful that we can reach a settlement on the below terms, this letter does not constitute a binding legal agreement. It should instead be considered the beginning of a conversation that may lead to a legally binding Settlement Agreement, acceptable to all parties.

My proposed settlement terms are as follows:

1. Payment of \$2 (two US dollars) as full and final satisfaction of all claims and disputes related to this case.

2. A complete release and discharge of any and all claims, liabilities, causes of

action, demands, defenses, damages, and costs of any kind or nature whatsoever.

3. A waiver of any potential claims, regardless of whether they are currently foreseen or currently accrued.

4. A dismissal document filed, with prejudice, in the court where the case is located.

5. The following additional terms:

If you would like to discuss these terms, please reach out to me at any of the contact points above. If you would like to accept, please send me signed, written confirmation that these terms are acceptable within five (5) business days, and we can have a formal Settlement Agreement drawn up.

Sincerely,
