

Settlement Confirmation Notice

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to confirm that the settlement agreement has been successfully executed regarding the matter titled [Case Title or Description]. As part of our mutual agreement, the following terms have been established:

- Settlement Amount: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Additional Terms: [Insert any additional terms or conditions]

Please ensure that the payment is made by the due date stated above. Should you have any questions or require further clarification, do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]