

Settlement Agreement

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip]

Subject: Settlement Terms for [Case Name/Number]

Dear [Recipient's Name],

We are writing to outline the proposed settlement terms related to the lawsuit filed on [Insert Date] under case number [Insert Case Number]. The following terms are proposed for mutual agreement:

1. **Payment Amount:** A total amount of \$[Insert Amount] to be paid by [Due Date].
2. **Payment Method:** Payments will be made via [Insert Method, e.g., bank transfer, check].
3. **Confidentiality Clause:** Both parties agree to keep the terms of this settlement confidential.
4. **Release of Claims:** Upon receipt of payment, both parties will release each other from any additional claims related to this case.
5. **Governing Law:** This agreement will be governed by the laws of [Insert State].

If you agree to the above terms, please sign and return a copy of this letter by [Insert Response Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization]