

Beneficiary Acceptance of Settlement Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally accept the settlement offer dated [Insert Offer Date] concerning [brief description of the matter, e.g., "the estate of [Name]"]. After careful consideration, I have decided to accept the terms outlined in your offer.

As per our agreement, I confirm my acceptance of the settlement amount of [Insert Amount] to be paid no later than [Insert Deadline]. I appreciate the efforts made in reaching this resolution and look forward to concluding this matter amicably.

Thank you for your assistance and support throughout this process. Please let me know if there are any further steps I need to take in order to finalize the settlement.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]