

Beneficiary Settlement Terms Outline

Date: [Insert Date]

To: [Beneficiary Name]

[Beneficiary Address]

Subject: Settlement Terms Agreement

Dear [Beneficiary Name],

We are pleased to outline the terms of settlement regarding [brief description of the settlement]. Please find below the details:

1. Settlement Amount

The total settlement amount is [insert amount].

2. Payment Schedule

The payment will be made in the following installments:

- Installment 1: [amount] due by [date]
- Installment 2: [amount] due by [date]
- Installment 3: [amount] due by [date]

3. Method of Payment

Payments will be made via [insert method: bank transfer, check, etc.].

4. Terms and Conditions

Both parties agree to the following terms:

- [Condition 1]
- [Condition 2]
- [Condition 3]

5. Acceptance

Please sign below to indicate your acceptance of these terms:

[Beneficiary Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]