

# Letter of Acceptance of Settlement Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position/Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the settlement terms outlined in your communication dated [Insert Date of Settlement Offer]. After careful consideration, I agree to the following terms:

- [Detail Term 1]
- [Detail Term 2]
- [Detail Term 3]

By accepting these terms, I acknowledge that this settlement resolves the matter between us, and I release [Company/Organization Name] from any further claims related to this issue.

Please confirm receipt of this acceptance and the next steps in the process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]