

Confirmation of Settlement Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the settlement agreement reached between [Your Name/Your Company] and [Recipient's Name/Recipient's Company] on [Date of Agreement]. This letter serves to outline the terms agreed upon:

- **Settlement Amount:** [Insert Amount]
- **Payment Terms:** [Insert Payment Terms]
- **Deadline for Payment:** [Insert Deadline]
- **Additional Terms:** [Insert Any Additional Terms]

Please review the above details and respond with your confirmation by signing below. Your agreement to these terms will conclude this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Recipient's Name] _____

Date: _____