

Settlement Terms Agreement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]
[Your Title]
[Company Name]

Subject: Board Director Litigation Settlement Terms

Dear [Recipient's Name],

We are writing to outline the terms of the settlement agreement regarding the litigation involving [Brief Description of the Litigation]. The following terms have been agreed upon:

1. **Settlement Amount:** [Insert Amount]
2. **Payment Schedule:** Payments will be made as follows: [Detail Payment Timeline]
3. **Confidentiality Agreement:** Both parties agree to keep the terms of this settlement confidential.
4. **No Admission of Liability:** This settlement does not constitute an admission of liability by any party.
5. **Governing Law:** This agreement shall be governed by the laws of [Insert Jurisdiction].

We believe this settlement serves the best interests of all parties involved and allows us to move forward amicably. Please sign and return a copy of this letter to confirm your acceptance of the above terms.

Thank you for your attention to this matter. Should you have any questions, do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]

Agreed and Accepted:

[Recipient's Name]
[Title]
[Date]