

Reconciliation Terms Agreement

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Subject: Reconciliation Terms Concerning Legal Matters

Dear [Director's Name],

We are writing to establish a set of terms for reconciliation regarding the ongoing legal matters that have arisen. We believe that reaching an amicable resolution is in the best interest of all parties involved. Below are the proposed terms for your review:

1. **Terms of Settlement:** [Specify the settlement terms]
2. **Confidentiality Clause:** Both parties agree to maintain confidentiality regarding the specifics of this agreement.
3. **Timeline:** The completion of all activities related to this agreement will be finalized by [insert date].
4. **Acceptance of Terms:** Please sign below to indicate your acceptance of these terms.

We encourage open communication throughout this process and hope to resolve these issues swiftly. Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]

[Director's Name]
Signature