

# Settlement Terms Agreement

Date: [Insert Date]

[Plaintiff Name] [Plaintiff Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Defendant Name] [Defendant Address] [City, State, Zip Code] [Email Address] [Phone Number]

## Re: Settlement Terms for [Case Name/Number]

Dear [Defendant/Plaintiff Name],

We are writing to confirm the terms of the proposed settlement regarding the civil lawsuit titled [Case Name/Number]. The following terms have been mutually agreed upon:

1. **Settlement Amount:** [Insert Amount] to be paid by [Defendant] to [Plaintiff].
2. **Payment Schedule:** [Detail the payment schedule, e.g., lump sum, installments].
3. **Release of Claims:** Upon receipt of payment, [Plaintiff] agrees to release [Defendant] from any further claims related to this case.
4. **Confidentiality:** Both parties agree to keep the terms of this settlement confidential.
5. **No Admission of Liability:** This settlement does not constitute an admission of liability by any party.

Please review these terms carefully. If these terms are acceptable, kindly sign and return a copy of this letter by [Insert Deadline Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Role/Title] [Your Law Firm/Organization] [Law Firm Address] [City, State, Zip Code] [Email Address] [Phone Number]

### Accepted and Agreed:

\_\_\_\_\_ [Defendant Name] Date: \_\_\_\_\_

\_\_\_\_\_ [Plaintiff Name] Date: \_\_\_\_\_