

# Confirmation of Settlement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the settlement agreement reached regarding [brief description of the matter, e.g., "the dispute related to contract XYZ"]. As of [insert settlement date], both parties have agreed to the following terms:

- Settlement Amount: [Insert amount]
- Payment Schedule: [Insert schedule if applicable]
- Additional Terms: [Insert any other important terms]

This agreement is binding and effective as of the date mentioned above. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]