

Payment Settlement Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Payment Settlement Agreement for Disputed Charges

Dear [Recipient's Name],

We are writing to formalize the resolution of the disputed charges related to [brief description of disputed charges]. After reviewing the details of the dispute and subsequent negotiations, we have reached the following settlement agreement:

1. The total amount of the disputed charges was \$[insert amount].
2. It is agreed that [payor's name] will pay \$[settlement amount] as full settlement of the disputed charges.
3. The payment will be made by [insert payment method and due date].
4. Upon receipt of payment, [creditor's name] agrees to consider the matter settled and will not pursue any further claims regarding this issue.

Please indicate your acceptance of this agreement by signing and returning a copy of this letter by [insert deadline date].

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Recipient's Name] _____

Date: _____