

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to formally confirm the settlement agreement reached on [date of settlement].  
This letter serves to outline the terms we have agreed upon:

- Settlement Amount: [Amount]
- Payment Due Date: [Due Date]
- Payment Method: [Payment Method]
- Any Additional Terms: [Details]

We appreciate your cooperation and willingness to resolve this matter amicably. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title (if applicable)]