

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Re: Acceptance of Settlement Negotiation

Dear [Recipient's Name],

I am writing to formally accept the terms discussed during our recent negotiation regarding [brief description of the settlement issue]. After careful consideration, I believe that the proposed agreement is fair and satisfactory for both parties.

To summarize the agreed terms:

- [Term 1]
- [Term 2]
- [Term 3]

Please let me know if you require any further documentation or signatures from my side to move forward. I appreciate your efforts in reaching this settlement and look forward to finalizing our agreement.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]