

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Confirmation of Settlement Negotiation

Dear [Recipient's Name],

I am writing to confirm our upcoming settlement negotiation scheduled for [insert date] at [insert time]. The meeting will take place at [insert location or specify if it will be virtual].

As discussed, the main points of negotiation will include:

- [Point 1]
- [Point 2]
- [Point 3]

We appreciate your willingness to engage in this discussion and look forward to reaching a mutually beneficial agreement.

Should you have any questions or require further clarification prior to our meeting, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]