

Settlement Agreement Inquiry

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the settlement agreement we discussed regarding [briefly describe the matter, e.g., "the recent dispute over contract terms"].

As per our last conversation on [insert date], we were in the process of reviewing the proposed terms. I would appreciate an update on this matter and any additional steps I need to take moving forward.

Thank you for your attention to this issue. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]