

Shared Account Settlement Terms

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to outline the settlement terms for our shared account. As agreed, the total amount to be settled is [Total Amount]. Below are the details of the settlement:

Settlement Breakdown:

- Initial Contribution: [Initial Contribution Amount]
- Additional Expenses: [Additional Expenses Amount]
- Total Amount Due: [Total Amount]

Payment Terms:

The settlement amount shall be paid in full by [Payment Due Date]. Payment can be made via [Payment Method].

Contact Information:

If you have any questions regarding this settlement, please feel free to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]