

Settlement Terms Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the settlement terms proposed in your letter dated [insert date of the proposal]. After careful consideration, I agree to the following terms:

- [Detail the first term of the settlement]
- [Detail the second term of the settlement]
- [Detail any additional terms as necessary]

Please confirm your acceptance of these terms by signing and returning a copy of this letter. I appreciate your attention to this matter and look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Title (if applicable)]