

Settlement Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance of Settlement Terms

I am writing to formally accept the terms proposed in your letter dated [Insert Date]. After reviewing the terms and conditions of the settlement, I am in agreement with the arrangement outlined.

The terms that I accept include:

- [List specific terms]

- [List specific terms]

- [List specific terms]

Upon acceptance of these terms, I expect the settlement process to be conducted promptly. Please confirm the next steps to finalize this agreement.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position (if applicable)]