

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Confirmation of Settlement Discussions

Dear [Recipient's Name],

I am writing to confirm that we had discussions regarding a potential settlement related to [briefly describe the issue]. Our meeting took place on [insert date] and was held at [insert location or platform].

During our discussions, we addressed [summarize key points or agreements reached]. We are hopeful that these discussions pave the way for a mutually agreeable resolution.

Please feel free to reach out if you need any further information or clarification regarding our discussions.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]