

# Settlement Agreement Terms

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to outline the terms of the proposed settlement agreement between [Your Name/Your Company Name] and [Recipient's Name/Company Name]. The terms are as follows:

1. **Parties Involved:** This agreement is between [Your Name/Your Company Name] and [Recipient's Name/Company Name].
2. **Settlement Amount:** The total amount of [\$Amount] to be paid by [Your Name/Your Company Name] to [Recipient's Name/Company Name].
3. **Payment Schedule:** Payments will be made as follows: [Insert Payment Schedule].
4. **Release of Claims:** Upon receipt of the settlement amount, [Recipient's Name/Company Name] agrees to release and discharge [Your Name/Your Company Name] from any and all claims related to [Describe Claims].
5. **Confidentiality:** Both parties agree to keep the terms of this settlement confidential.
6. **Governing Law:** This agreement shall be governed by the laws of [Insert State/Country].

If you agree to the above terms, please sign and return a copy of this letter by [Insert Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]