

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the settlement agreement dated [insert date of agreement], to which both parties are bound. It has come to my attention that certain terms outlined in the agreement have not been complied with, specifically [briefly describe the terms that were not complied with].

As per the settlement agreement, I would like to understand the reasons for this non-compliance and any intended actions to rectify the situation. Open communication during this process is essential, and I am eager to resolve this matter amicably.

Please respond to my inquiry at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt reply.

Thank you for your cooperation.

Sincerely,
[Your Name]