

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you of our settlement agreement dated [insert date of agreement], which outlines our obligations concerning [briefly describe the nature of the settlement].

As per our agreement, the following obligations are due on [insert due date]:

- [Obligation 1]
- [Obligation 2]
- [Obligation 3]

Please ensure that these obligations are met by the specified date to avoid any further complications. If you have any questions or require clarification, feel free to reach out to me directly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title / Position, if applicable]