

[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],

Subject: Settlement Negotiation Agreement Confirmation

I am writing to formally confirm our settlement agreement reached on [date of agreement]. As per our discussions, we have agreed to the following terms:

- Settlement Amount: [Amount]
- Payment Due Date: [Due Date]
- Additional Terms: [Any additional terms]

Please review the details outlined above and let me know if there are any discrepancies. Once confirmed, I suggest we prepare a formal written agreement for both our records.

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,
[Your Name]