Financial Instrument Settlement Acknowledgment

Date: [Insert Date]
To:
[Recipient Name]
[Company Name]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
This letter serves as an acknowledgment of the settlement of the financial instrument as per our agreement dated [Insert Agreement Date].
Details of the settlement are as follows:
 Instrument Type: [Insert Type] Settlement Amount: [Insert Amount] Settlement Date: [Insert Date] Reference Number: [Insert Reference Number]
We appreciate your cooperation in this matter and look forward to our continued relationship.
Thank you.
Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]