

# Settlement Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you regarding the settlement of the financial instrument as per the agreement dated [Insert Agreement Date]. The details of the settlement are as follows:

## Settlement Details

- **Instrument Type:** [Insert Instrument Type]
- **Transaction ID:** [Insert Transaction ID]
- **Settlement Date:** [Insert Settlement Date]
- **Amount Settled:** [Insert Settlement Amount]
- **Settlement Method:** [Insert Method]

Please ensure that the necessary confirmations are completed on your end by the agreed timelines. Should you have any questions regarding this notification, feel free to reach out at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]