

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Confirmation of Dispute Resolution

Dear [Recipient's Name],

I am writing to confirm our agreement regarding the recent dispute resolution process that took place on [Insert Date of Resolution].

After our discussions, we have agreed upon the following terms:

- [Term 1]
- [Term 2]
- [Term 3]

We appreciate your cooperation in resolving this matter amicably and look forward to maintaining a positive relationship moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]