

# Settlement Terms Agreement

Date: [Insert Date]

From:

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To:

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to outline the settlement terms agreed upon between [Your Name/Your Company] and [Recipient's Name/Recipient's Company] regarding [brief description of the issue or dispute].

## Settlement Terms:

1. Term 1: [Description of Term 1]
2. Term 2: [Description of Term 2]
3. Term 3: [Description of Term 3]
4. [Additional Terms as Necessary]

Both parties agree to the above terms and affirm that this agreement is binding and enforceable. This letter shall serve as the full and final settlement of the matters discussed.

Please sign below to acknowledge your acceptance of these terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]