

Confirmation of Settlement Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally confirm the settlement resolution reached on [insert settlement date] regarding the matter of [insert brief description of the matter].

The terms of the settlement are as follows:

- Term 1: [Description of term 1]
- Term 2: [Description of term 2]
- Payment: [Details of any payment arrangements]

We appreciate your cooperation and commitment to resolving this matter amicably. Should you have any questions or require further clarification, feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]