

Confirmation of Settlement Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the settlement terms agreed upon on [Insert Date of Agreement]. The agreed terms are as follows:

- Settlement Amount: [Insert Amount]
- Payment Due Date: [Insert Due Date]
- Method of Payment: [Insert Method]
- Additional Conditions: [Insert Any Additional Conditions]

We appreciate your cooperation and look forward to finalizing this settlement. Should you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]