

Mutual Settlement Confirmation

Date: [Insert Date]

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

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the mutual settlement agreement reached on [Insert Date]. As discussed, we have agreed upon the following terms:

- Term 1: [Describe the first term]
- Term 2: [Describe the second term]
- Term 3: [Describe the third term]

This letter serves as a formal acknowledgment of our agreement. Both parties have consented to these terms and acknowledge that the settlement is binding.

We appreciate your cooperation in this matter and look forward to moving forward positively.

Best regards,

[Your Name]
[Your Title]
[Your Company, if applicable]