

# Settlement Agreement Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves as an acknowledgment of the settlement agreement reached between [Party 1's Name] and [Party 2's Name] on [Date of Agreement]. We hereby confirm the terms as follows:

- **Settlement Amount:** [Insert Amount]
- **Payment Terms:** [Insert Payment Terms]
- **Timeline for Completion:** [Insert Timeline]
- **Release of Claims:** [Insert Release Details]

We appreciate your cooperation and understanding in this matter. Please confirm your acceptance of this acknowledgment by signing below.

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[Recipient's Name] - Signature

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]