

# Settlement Agreement Affirmation

Date: [Insert Date]

To:

[Receiving Party's Name]

[Receiving Party's Address]

From:

[Your Name]

[Your Address]

## Subject: Affirmation of Settlement Agreement

Dear [Receiving Party's Name],

I am writing to affirm our settlement agreement dated [Insert Date of Agreement] regarding [Brief Description of the Agreement]. This letter serves as a formal acknowledgment and affirmation of the terms we have decided upon, and our commitment to fulfill those terms as agreed.

As per our agreement, the following terms have been laid out:

- [Term 1]
- [Term 2]
- [Term 3]

Both parties have agreed to these terms as a full and final resolution to the matter at hand. I trust that we will both adhere to this agreement and fulfill our respective obligations.

If you have any questions or require further clarification, please feel free to reach out at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Contact Information]