

# Settlement Terms Confirmation

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the terms of settlement as discussed and agreed upon on [Insert Date of Agreement]. Below are the details of the settlement:

- **Settlement Amount:** [Insert Amount]
- **Payment Due Date:** [Insert Payment Due Date]
- **Method of Payment:** [Insert Method]
- **Other Terms:** [Insert any additional terms]

We believe that this settlement will be in the best interest of both parties. Please confirm your acceptance of these terms by signing and returning a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

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## Acceptance of Terms:

\_\_\_\_\_ (Signature)

[Recipient's Name]

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