

Negotiation Settlement Agreement

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to formalize our agreement regarding the negotiations that have taken place between us concerning [briefly describe the nature of the dispute or issue].

Settlement Terms

1. Both parties agree to [describe the first term of the agreement].
2. Both parties will [describe the second term of the agreement].
3. The settlement will be effective as of [insert effective date].

Confidentiality

Both parties agree that the terms of this agreement will remain confidential, except as required by law.

Governing Law

This agreement shall be governed by the laws of [insert jurisdiction].

Acceptance

If you agree to the terms outlined above, please sign below and return a copy to us by [insert deadline].

Agreed and Accepted:

[Recipient's Name]

Date: _____

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]