

Trade Agreement Settlement

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally confirm the settlement of our trade agreement dated [Insert Date of Agreement]. We have successfully reached an understanding regarding the terms outlined in our negotiations.

As agreed, the following terms shall be effective immediately:

- Product/Service: [Description]
- Quantity: [Amount]
- Price: [Amount]
- Delivery Date: [Insert Date]
- Payment Terms: [Description]

We believe this resolution will be beneficial for both parties and look forward to a continued and prosperous relationship. Please confirm your acceptance of this settlement by signing and returning a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

[Recipient Name] - Accepted