

# Settlement Agreement Confirmation

Dear [Recipient's Name],

We are pleased to confirm the settlement agreement reached between [Your Company/Your Name] and [Recipient's Company/Recipient's Name] on [Date]. The terms agreed upon are as follows:

- Term 1: [Description]
- Term 2: [Description]
- Term 3: [Description]

This agreement shall be effective as of [Effective Date]. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]